Phoenix
Learning Systems

Class Choice

User Manual

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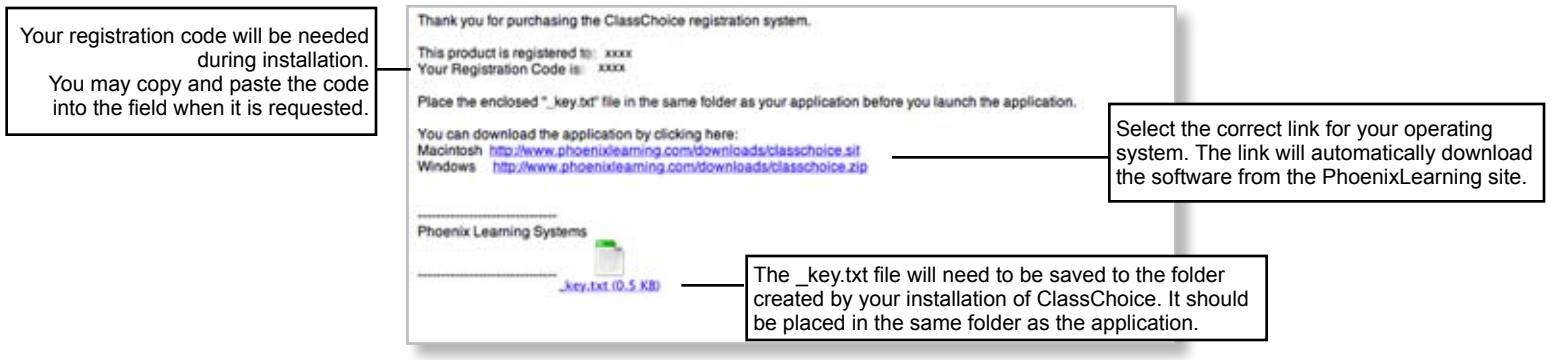
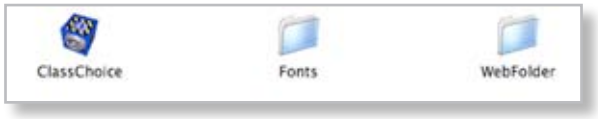
Chapter 1: Download and Install ClassChoice

Download ClassChoice

Once you have purchased your ClassChoice license, you will receive an email that contains information you will need during the installation of ClassChoice.


Your registration code will be needed during installation. You may copy and paste the code into the field when it is requested.
Thank you for purchasing the ClassChoice registration system.
This product is registered to: xxxx
Your Registration Code is: xxxx
Place the enclosed "_key.txt" file in the same folder as your application before you launch the application.
You can download the application by clicking here:
Macintosh http://www.phoenixlearning.com/downloads/classchoice.sit
Windows http://www.phoenixlearning.com/downloads/classchoice.zip
Phoenix Learning Systems
_key.txt (0.5 KB)
Select the correct link for your operating system. The link will automatically download the software from the PhoenixLearning site.
The _key.txt file will need to be saved to the folder created by your installation of ClassChoice. It should be placed in the same folder as the application.

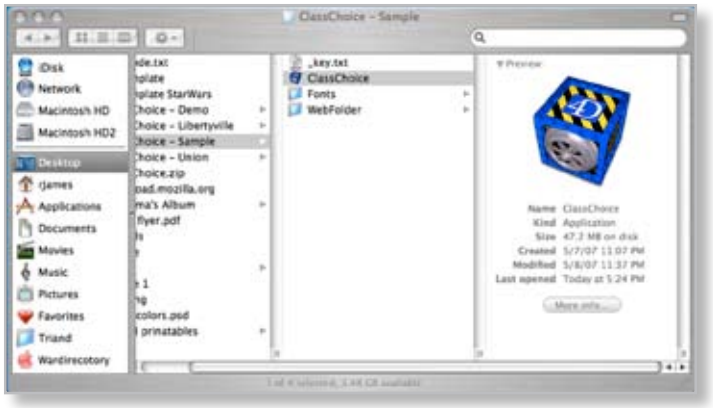
Once you have downloaded the files, unpackage the zipped file, if necessary. The application, fonts folder and web folder will display.



Once the software is downloaded, place the _key.txt file in the same folder as your ClassChoice application.

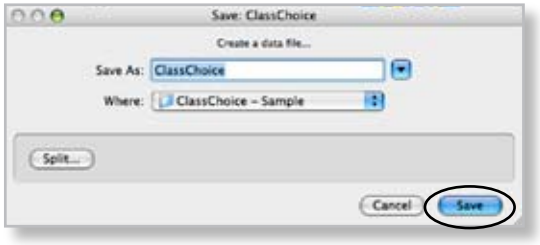
Install ClassChoice

1. Browse to the ClassChoice folder.



2. Open the application.

3. Select NEW.



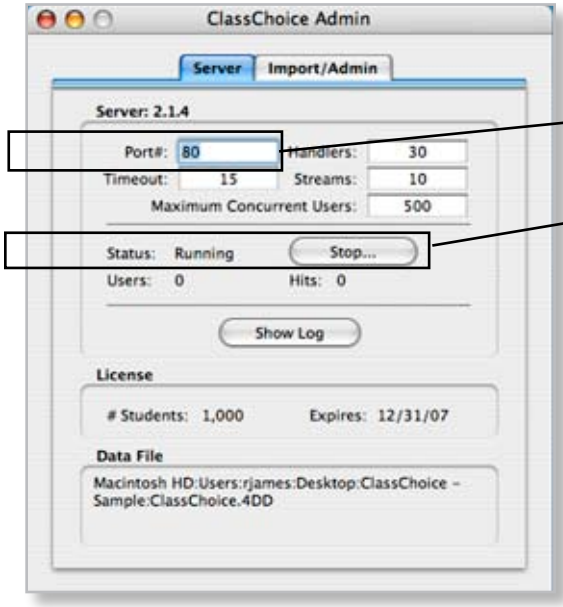
Provide a new title to the data file if you do not want to use the default title.
Verify the location to place the file is in the same folder with ClassChoice.

4. Select SAVE. This creates a new data file in your folder for ClassChoice and opens the registration screen.

Registration email

Thank you for purchasing the ClassChoice registration system.
Your Registration Code is: xxxx
Place the enclosed "_key.txt" file in the same folder as your application before you launch the application.
You can download the application by clicking here:
Macintosh http://www.phoenixlearning.com/downloads/classchoice.sit
Windows http://www.phoenixlearning.com/downloads/classchoice.zip
Phoenix Learning Systems
_key.txt (0.5 KB)

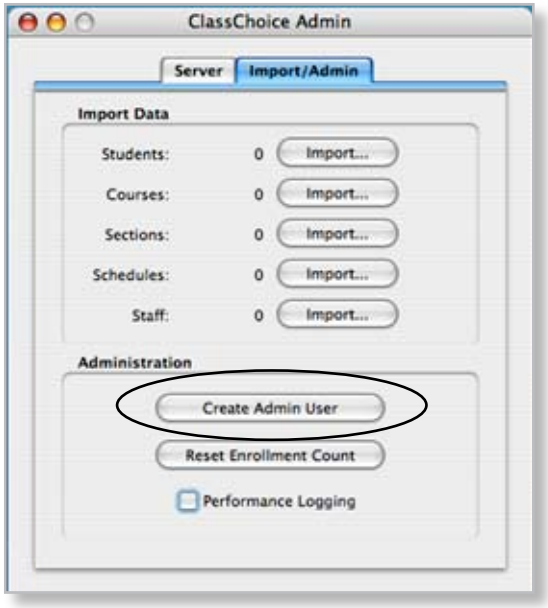
5. Copy the registration code form the email you received and paste it into the field.
6. Select **REGISTER**.



Once you have selected STOP to stop the processes, you may change the Port.

Select STOP first!

7. Select STOP to make adjustments to the server port information. You must identify the port through which you will access ClassChoice on your server. Once changes are made, you may restart the server by selecting START.
8. Select the Import/Admin tab to create an admin user.



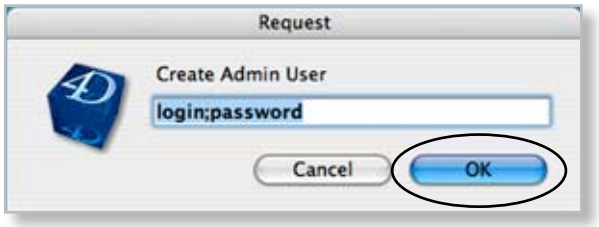
At this point, you can import student, staff and course information. Student, staff and course information is usually imported during initial setup as described in **Chapter 2: Initial Setup**.

It is highly recommended that import of student and course information be performed as part of the initial setup described in Chapter 2.

To import staff information:

1. Select the IMPORT button next to Staff.
2. Browse to your file location.
3. Select the tab delimited file to import.
4. Select OPEN.

9. Select **CREATE ADMIN USER**.



10. Enter the login username and associated password in the format described “login;password”. For example, if the login username was going to be “admin” and the password “school,” then you would enter “admin;school.”
11. Select OK to create the admin user. You are now ready to setup ClassChoice.

Chapter 2: Initial Setup

Overview

ClassChoice was primarily designed to allow students to register themselves for school and create their own schedule. Many schools also use ClassChoice to collect student requests for building a master schedule in conjunction with a Student Information System (SIS). ClassChoice individualizes each student screen to match the needs and choices for each student.

Student/Course Information: ClassChoice allows you to import existing student and course information, automate student enrollment updates and add/delete students and courses.

Requesting: Students may request their courses in advance in order to setup a tentative master schedule. Using organization groups such as course groups, core groups, elective and alternate setups, ClassChoice allows you the greatest control to present information to the students in a succinct and clear fashion, enabling them to easily request their courses online, independently.

Scheduling: With the ability to import an already existing master schedule, ClassChoice allows you to begin using its powerful features for scheduling at any time during the year.

This manual will help you to learn to setup your organization in a clear, concise fashion, prepare reports, import and export information and perform searches in assisting students.

NOTE: Class and student information need only be imported initially from the SIS. All modifications after the initial import will be made within ClassChoice unless the entire catalog changes.

Administrator Functions

The Administrator user can configure the options available through ClassChoice and how that information is displayed to the staff and student. This manual covers the administrator functions of ClassChoice, but will also contain descriptive screen captures to show what displays to staff and students.

Login

Login For The First Time

Note: An Admin User should have been created when ClassChoice was installed.

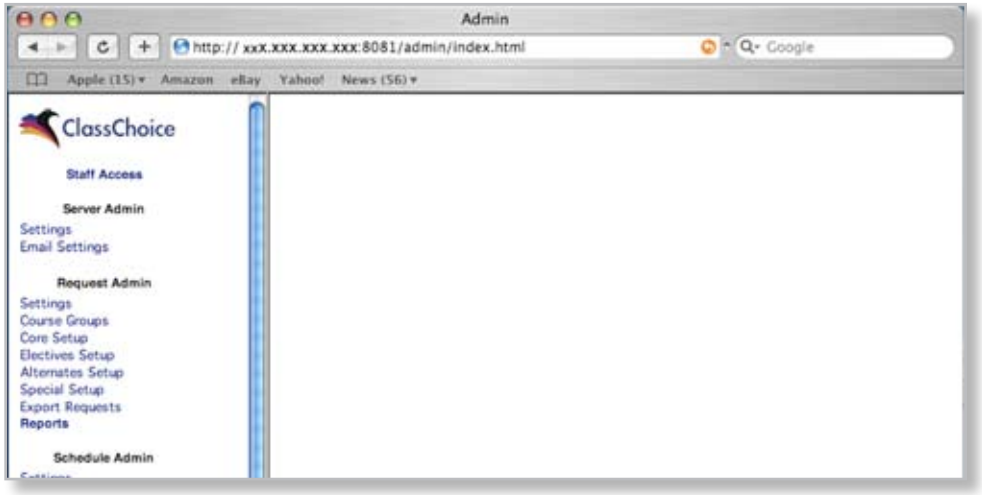
1. Open a browser window.

2. Enter the address of the ClassChoice server in the following format: http(s)://xxx.xxx.xxx.xxx:80xx/.

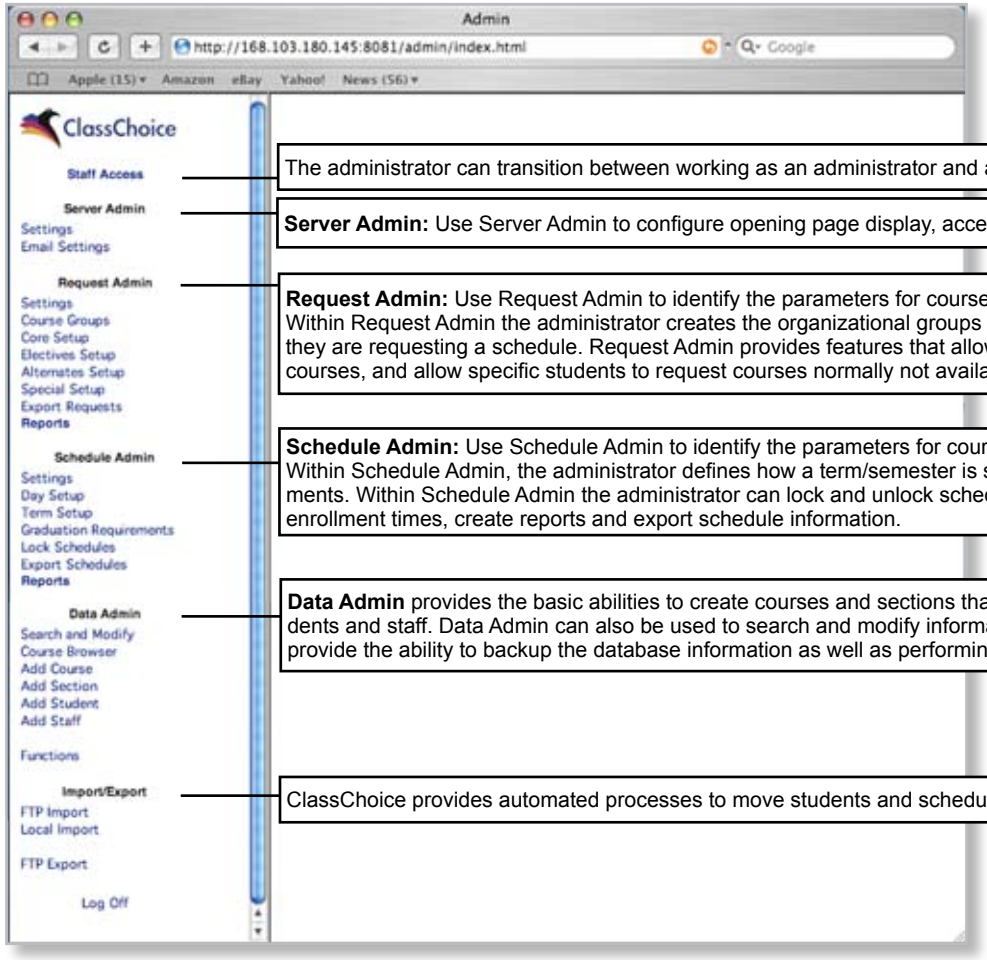
The initial login page will be blank except for the ClassChoice login. The login screen can include detailed information for students as well as instructions on how to login.

Each school determines the content to be included on the login page. As you setup ClassChoice, you will populate this page with login instructions and messages to the students and staff.

3. Enter the admin login you created when ClassChoice was installed.
4. Select LOGIN. The Administrator page will display.



Administrative Login Options



The administrator can transition between working as an administrator and a staff member by using the staff access link.

Server Admin: Use Server Admin to configure opening page display, access permissions and email settings.

Chapter 2

Request Admin: Use Request Admin to identify the parameters for course selection and availability for requesting. Within Request Admin the administrator creates the organizational groups of courses that display to the students when they are requesting a schedule. Request Admin provides features that allow the administrator to restrict courses, group courses, and allow specific students to request courses normally not available to them.

Chapters 5 & 6

Schedule Admin: Use Schedule Admin to identify the parameters for course selection and availability for scheduling. Within Schedule Admin, the administrator defines how a term/semester is setup, the scheduling and graduation requirements. Within Schedule Admin the administrator can lock and unlock schedules during open enrollment and closed enrollment times, create reports and export schedule information.

Chapters 4, 7, 8 & 9

Data Admin provides the basic abilities to create courses and sections that can be used to add courses, sections, students and staff. Data Admin can also be used to search and modify information. Special Functions within Data Admin provide the ability to backup the database information as well as performing data cleanup.

Chapters 3, 10, 11 & 12

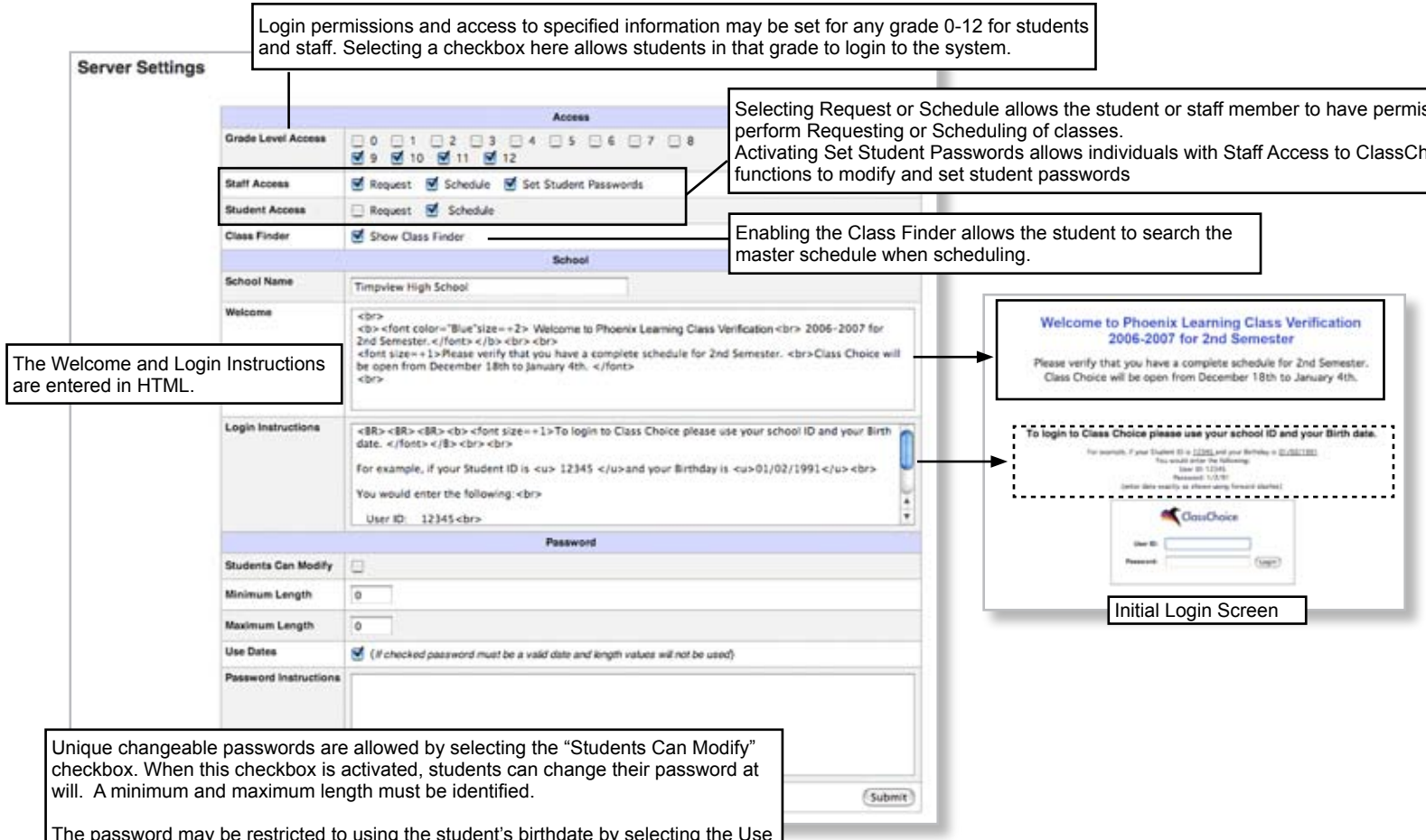
ClassChoice provides automated processes to move students and schedules between ClassChoice and an SIS.

Chapter 2

Server Setup

Server Admin functions allow the administrator to set login permissions, email settings and configure the look of the login page that displays when logging into the server. Welcome and Login Instruction messages may be edited as needed at any time.

Overview


Login permissions and access to specified information may be set for any grade 0-12 for students and staff. Selecting a checkbox here allows students in that grade to login to the system.
Server Settings
Access
Grade Level Access
0 1 2 3 4 5 6 7 8 9 10 11 12
Staff Access
Request Schedule Set Student Passwords
Student Access
Request Schedule
Selecting Request or Schedule allows the student or staff member to have permission to perform Requesting or Scheduling of classes.
Activating Set Student Passwords allows individuals with Staff Access to ClassChoice functions to modify and set student passwords
Class Finder
Show Class Finder
Enabling the Class Finder allows the student to search the master schedule when scheduling.
School
School Name
Timpview High School
Welcome

 Welcome to Phoenix Learning Class Verification
 2006-2007 for 2nd Semester.

Please verify that you have a complete schedule for 2nd Semester.
Class Choice will be open from December 18th to January 4th.

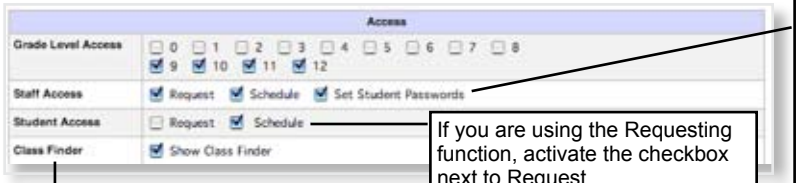
The Welcome and Login Instructions are entered in HTML.
Login Instructions

To login to Class Choice please use your school ID and your Birth date. </B>

For example, if your Student ID is <u> 12345 </u>and your Birthday is <u>01/02/1991</u>
You would enter the following:
User ID: 12345
Password
Students Can Modify
Minimum Length
0
Maximum Length
0
Use Dates
(If checked password must be a valid date and length values will not be used)
Password Instructions
Submit
Welcome to Phoenix Learning Class Verification 2006-2007 for 2nd Semester
Please verify that you have a complete schedule for 2nd Semester. Class Choice will be open from December 18th to January 4th.
To login to Class Choice please use your school ID and your Birth date.
ClassChoice
Initial Login Screen
Unique changeable passwords are allowed by selecting the “Students Can Modify” checkbox. When this checkbox is activated, students can change their password at will. A minimum and maximum length must be identified.
The password may be restricted to using the student’s birthdate by selecting the Use Dates checkbox. You may not use Students Can Modify and Use Dates together.
A separate instruction area is provided to include password specific instructions. These instructions would display below the Login Instructions.

Configure Server Settings

1. Select **Server Admin Settings** to display the page shown on 2-4 and identify your settings.
2. Set Student and Staff access permissions. Activate the checkboxes next to the student grade levels in order to allow students in those grades to login to ClassChoice (see detail page 2-4).



To allow a staff member to request or schedule courses for a student, activate the checkbox next to Request or Schedule.

If student passwords are not going to be restricted to their birth dates, activate the checkbox next to Set Student Passwords if you want staff members in the system to be able to change student passwords.

If the student password is going to be restricted to their birth date, then activate the checkbox next to Use Dates at the bottom of this page.

If you are using the Requesting function, activate the checkbox next to Request.

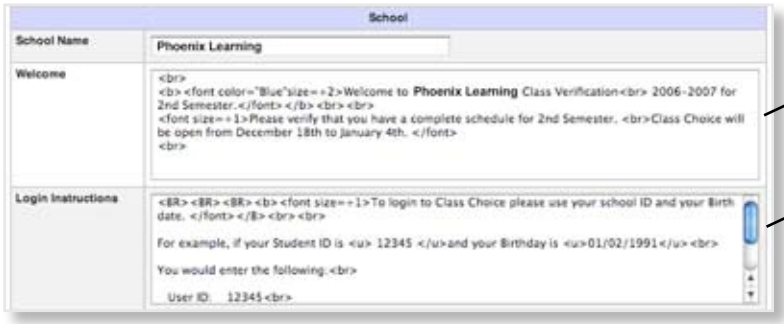
If you are using the Scheduling function, activate the checkbox next to Schedule.

Activate the checkbox next to Show Class Finder to allow students to search the master schedule when using the scheduling function.

3. Identify School opening page content.

Welcome information usually contains school name and general information. Specific login instructions are provided in the Login Instructions section.

Information is entered in HTML.



ClassChoice provides for password instructions to be given separately so the password feature may be turned off without having to change the general instructions.

4. Passwords can be changeable or restricted to the student's birthdate.
   To allow modification of the student password, activate the checkbox next to Students Can Modify and identify a minimum and maximum length for the password. To allow staff members to be able to modify or set the student password, activate the Set Student Password checkbox in Staff Access at the top of this page.

Allow Modification of Student Password

1. Activate the checkbox next to Students Can Modify.
2. Set the minimum allowable length of the password.
3. Set the maximum allowable length of the password.
4. Uncheck the Use Dates Checkbox.
5. Enter the password instructions using HTML.
6. Activate the Set Student Password checkbox next to Staff Access at the top of the page to allow staff members to modify or set student passwords.

   To restrict the students from changing their passwords, activate the checkbox next to Use Dates. Use Dates will restrict the password to the student birthdate.

   Students Can Modify and Use Dates cannot be activated at the same time.

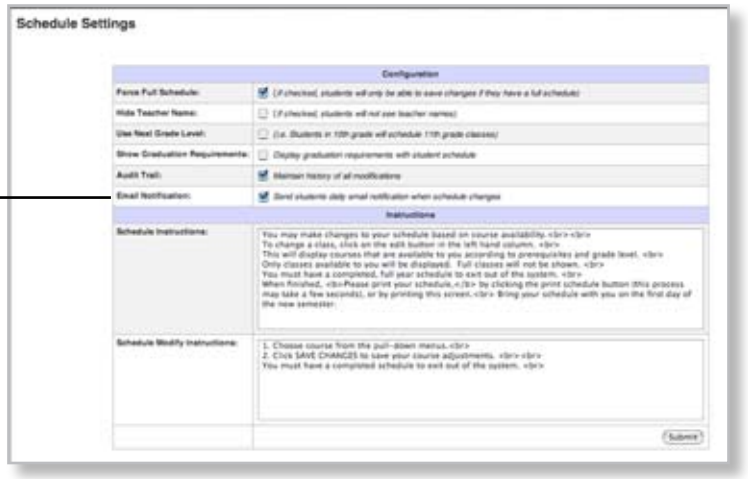
5. Select SUBMIT.

Email Settings Overview

ClassChoice can be set to email the student schedule to the student or guardian email address(es) each time there is a change made to the schedule. **Server Admin Email Settings** is where that function is set up.

To enable email notification, you must activate the checkbox next to the *Email Notification* in the **Configuration** section **Schedule Admin Settings** page. Instructions are included in **Chapter 7: Using ClassChoice for Scheduling** later in this manual as this does not need to be setup prior to importing your SIS information.

Server Admin Email Settings identifies the settings for using the Email Notification feature. To enable the feature, select **Schedule Admin Settings** and activate the checkbox next to Email Notification.



Configure Email Settings

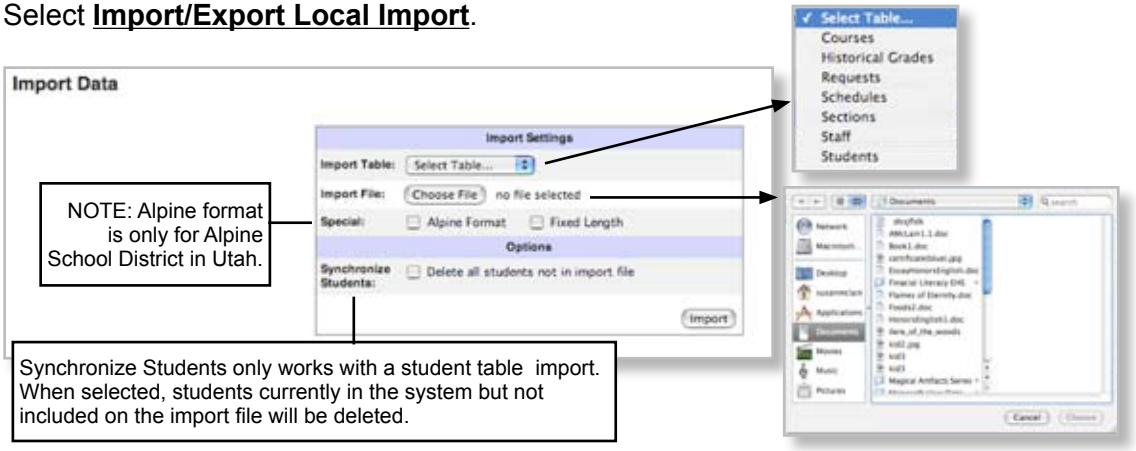
1. Select **Server Admin Email Settings** to display this page and identify your settings.

2. Identify the SMTP server that will be sending the schedule change notification.
3. Identify the email address sending the information (for example: Administrator@PhoenixLearning.edu).
4. Select SAVE.

Import Course and Student Data

Refer to **Chapter 13: Reference Section** for details on what information the tab delimited file from the SIS must contain in order to be properly imported.

1. Select **Import/Export Local Import**.



Course and Student tables should be imported before any of the other tables, except staff. The staff table can be imported at installation or at this point.

Sections must be imported after courses.

Schedules: If schedules will be imported, follow the directions in "Using ClassChoice for Scheduling" for importing a Master Schedule.

2. Select the type of table to import. At this point, you will be selecting Courses and Students. If you have not already imported the Staff table, you may do that at this time as well. You will need to follow these steps for each table you are going to import.
3. Select **CHOOSE FILE** and browse to the location of the file to import. Select the file.
4. Select Fixed Length or Alpine Format, if applicable. These formats are specific to particular schools and are not used by other districts.
5. Since there are currently no students in ClassChoice, you don't need to synchronize students.
6. Select IMPORT.

Tables that can be imported to ClassChoice:

Courses - populates the course catalog information in ClassChoice.

Historical Grades - populates the student information with historical grade information.

Requests - populates ClassChoice with any current schedule requests--any duplicate or erroneous information can be repaired within ClassChoice.

Schedules - populates ClassChoice with all current student schedules.

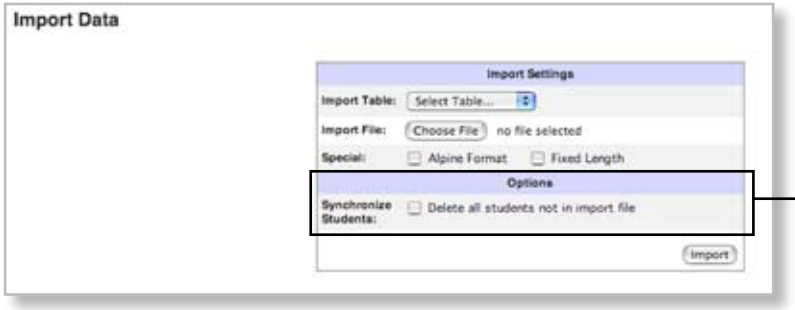
Sections - populates ClassChoice with available course/class information. For example, a master schedule.

Staff - populates ClassChoice with current staff, providing them with the login access privileges defined in **Server Admin Settings**.

Students - populates ClassChoice with student information.

Setup Automated Student Information Import

ClassChoice provides an automated import feature in order to easily pass current student information from your SIS to ClassChoice. The Local Import feature can be used at any time to import files, however, the FTP import can be setup for a more automated process as shown here.



If the checkbox is activated next to Synchronize Students, all students who are not included in the newly imported file will be deleted from ClassChoice.

If there is a reason for students not currently in the SIS to remain in ClassChoice, deactivate the checkbox and no students will be deleted.

To use the FTP Import feature, the SIS should be set to automate export of a student tab delimited file to a static FTP location before the scheduled import time. Refer to **Chapter 13: Reference Section** for details of what information the tab delimited file from the SIS must contain in order to import properly.

1. Select **Import/Export FTP Import**.
2. Identify the host, username and password for the FTP server save location of the SIS student tab delimited file. *If this location is changed for any reason, you will need to update the export information in the SIS and the import information here for ClassChoice.*
3. Select the day and time for the file to be imported. *Active* means to perform this automatically on a daily basis. It is best to define a time that is not during regular school hours.
4. Select the Student File Path on the host. Activate the Run Now checkbox in order to perform this action immediately when you select SAVE.
5. Activate the checkbox next to any pre-defined special format. For example, Alpine format is a pre-defined special format for a specific school district.
6. Select SAVE. This defines the FTP Import settings for the automated import function.

Graduation Requirements

If you will be using graduation requirements and sets, refer to **Chapter 4: Identifying Graduation Requirements** to set up your requirement sets and groups.

Requesting

If you will be using ClassChoice for requesting schedules, please refer to **Chapter 5: Using ClassChoice for Requesting** for instructions on how to set up ClassChoice for requesting.

Scheduling

If you will be using ClassChoice for scheduling, please refer to **Chapter 7: Using ClassChoice for Scheduling** for instructions on how to set up ClassChoice for scheduling.

Chapter 3: Setting Up Course Parameters (Filters)

Overview

ClassChoice uses filters to control which choices display to students and staff during requesting and scheduling. These filters are defined by the administrator.

The section and schedule information must be imported into ClassChoice before you can set parameters (filters).

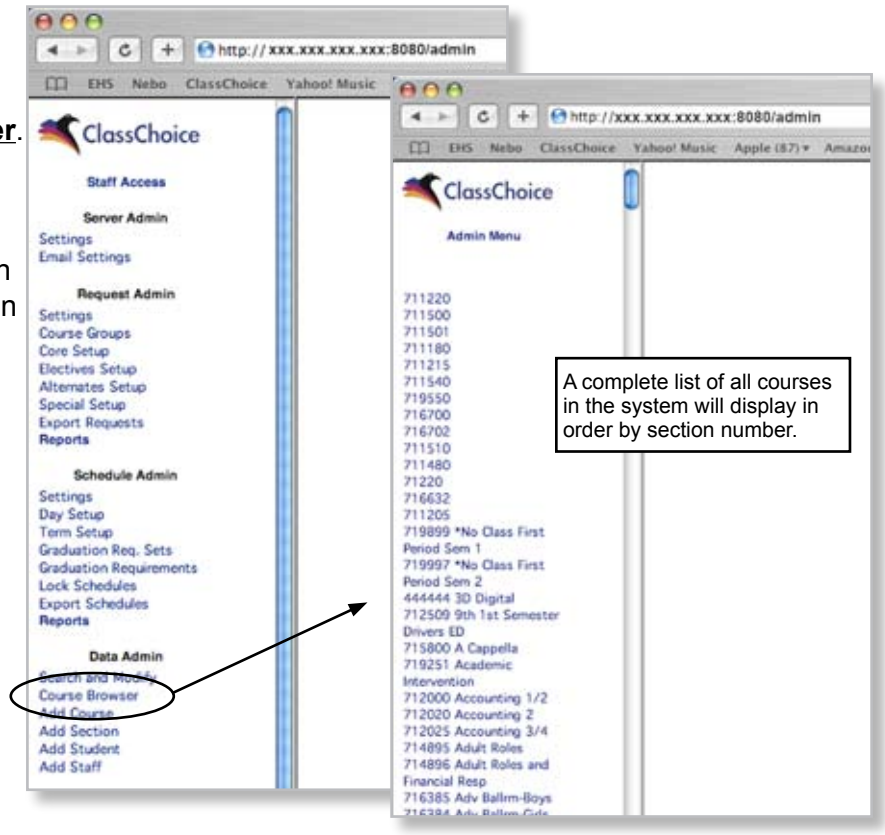
In order to change what the student sees, the ClassChoice administrator must go to the Course Browser, select the course and modify the filters.

Display the Course Browser

1. Login to ClassChoice.
2. Select **Data Admin Course Browser**.

   The Course Browser may be used to view and edit course information. You can verify and define information such as credit type, gender restriction (such as in Girl's PE), prerequisites and student/teacher restrictions.

   See pages 3-2 through 3-3 for detailed information about the filters available in ClassChoice.



List of Filters

Below is a list of filters available in ClassChoice. This information can be imported with the course file or set at any time.

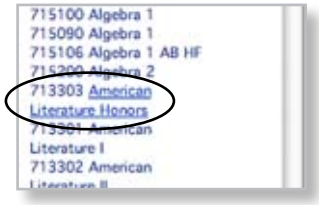
Parameter/Filter	Description
Grade Point Average (GPA)	Prevents a student from scheduling a class without the specified minimum GPA.
Prerequisite	Identifying a prerequisite in this field restricts the class to students who have completed or will have completed the specified course. Only those students who have filled the prerequisite will be able to view and schedule this course.
Prerequisite with grade level	Identifying a grade level in this field restricts the class to students who have fulfilled the prerequisite and are in the specified grade level. Only students in the grades identified are required to meet the prerequisite.
Prerequisite with percentage required	Identifying a percentage restricts the class to students who have passed the prerequisite class by at least the percentage noted. For example: 80% All students who passed the prerequisite class with 80% or more are able to view and schedule this class.
Prerequisite with a grade level and percentage cutoff	Identifying this information restricts the class to students who meet all three of the qualifications mentioned above. Only students meeting those qualifications will be able to view and schedule this class.
Birthdate	Student won't see a class as available until they have met a certain age. Driver's Education would have this restriction.
Grade Level	Identify the grade levels that may select this course. Some courses may be restricted to a specific grade--enter only that grade in this field in order to allow only students in that grade to view and select this course. For example: 8th Grade Choir is only available to 8th grade students and therefore should only display for scheduling to 8th grade students.
Gender	Certain courses may be restricted to male or female students. For example: Girl's Choir or Girl's PE is limited to enrollment by only female students.
Repeatable	Activating this option allows the student to view a course they may have previously taken. For example: a student may be a Teacher's Aide in fall semester. The student can view and schedule a class period as a Teacher's Aide for spring semester.

Multiple Period	Activating this option allows a student to schedule a single course more than once in a school day. For example: Teacher's Aide or "School-to-work" may be scheduled for more than one period during a school day.
Repeatable Term	Activating this option allows the student to view and schedule a course they may already be scheduled for in the current term. The student may then schedule this course in second term.
Teacher Restriction	Filling in specific information in this field forces the student to schedule this class with a specific teacher as identified in this field. This field restricts students from taking a course from Teacher A in first semester and registering for the second half of the course with a specific teacher in the second semester. For example: Mr. Jones teaches Biology I, a year-long course. Student A registers for Biology I, Section 1601 with Mr. Jones. Student A is then restricted to registering for Biology I with Mr. Jones during second semester. If Mr. Jones teaches several sections in the second semester, Student A can change the class period that he takes for Biology, but not the teacher.
Restrict to Students	Identifying specific students in this field prevents any other students from viewing and selecting this course. Only the specified students in this field will be able to view and schedule this course. For example: Audition Choir cannot be scheduled unless a student has auditioned the prior year. By entering the student's numbers, only the students that auditioned can view Audition Choir as a selection when they request or schedule.
Section Packet Request Packet	Section/Request Packet allows you to identify courses that should be concurrently scheduled. For example: Biology I is scheduled for fall semester. Biology I is a year long course so the student is automatically registered for spring semester Biology I to fulfill their year of Biology requirement.
Lock Flag	NONE - Turned off and this filter does not function. LOCKED ON - This option automatically "locks" a student in a class when scheduled. For example, some schools will automatically schedule students for their core classes prior to allowing them to schedule their elective courses. With "on" selected, students will only be able to schedule their open class periods. They will not be able to move a class to another period to rearrange their day. MOVE NOT DROP - This option allows a student with a "locked" schedule to add a core course in another period during the same day. The course will be automatically removed from its current location to the new period, freeing up that class period for another class.

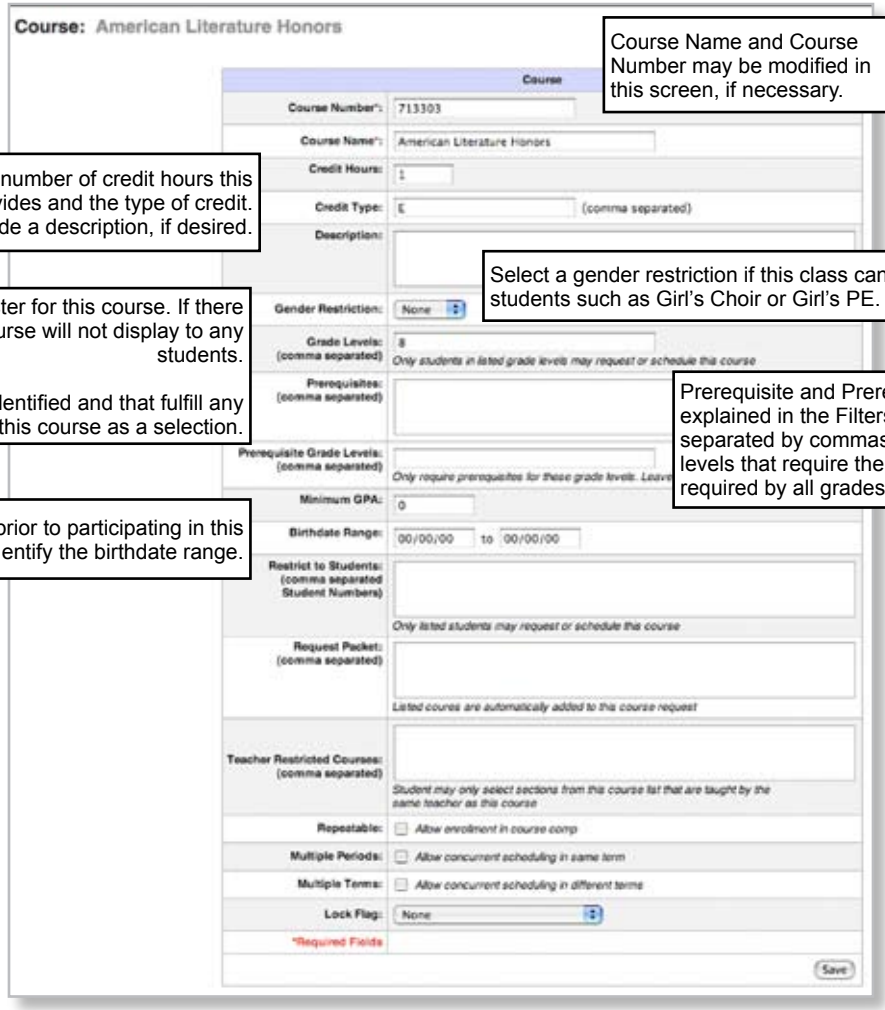
Chapter 3: Setting Up Course Parameters (Filters)

Identify Course Parameters

1. Open the Course Browser.



2. Select the Course name.
3. Complete or modify the information about the course.
4. Select SAVE.


Course: American Literature Honors
Course
Course Number*: 713303
Course Name*: American Literature Honors
Credit Hours:
Credit Type: (comma separated)
Description:
Gender Restriction: None
Grade Levels: (comma separated)
Only students in listed grade levels may request or schedule this course
Prerequisites: (comma separated)
Prerequisite Grade Levels: (comma separated)
Minimum GPA:
Birthdate Range: 00/00/00 to 00/00/00
Restrict to Students: (comma separated Student Numbers)
Only listed students may request or schedule this course
Request Packet: (comma separated)
Listed courses are automatically added to this course request
Teacher Restricted Courses: (comma separated)
Student may only select sections from this course list that are taught by the same teacher as this course
Repeatable: Allow enrollment in course comp
Multiple Periods: Allow concurrent scheduling in same term
Multiple Terms: Allow concurrent scheduling in different terms
Lock Flag: None
*Required Fields
Save

Course Name and Course Number may be modified in this screen, if necessary.

Identify the number of credit hours this course provides and the type of credit. Provide a description, if desired.

Select a gender restriction if this class can only be taken by male or female students such as Girl's Choir or Girl's PE.

Identify the grade levels that can register for this course. If there are no grade levels identified, the course will not display to any students.

Only students in the grade levels identified and that fulfill any other restrictions will be able to view this course as a selection.

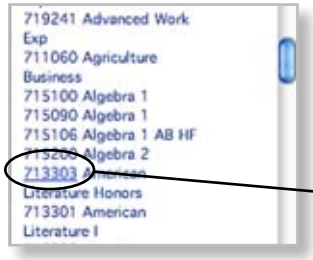
Prerequisite and Prerequisite Grade Level are explained in the Filters Table. Enter course numbers separated by commas. Only enter the specific grade levels that require the prerequisite. If the prerequisite is required by all grades, leave this field blank.

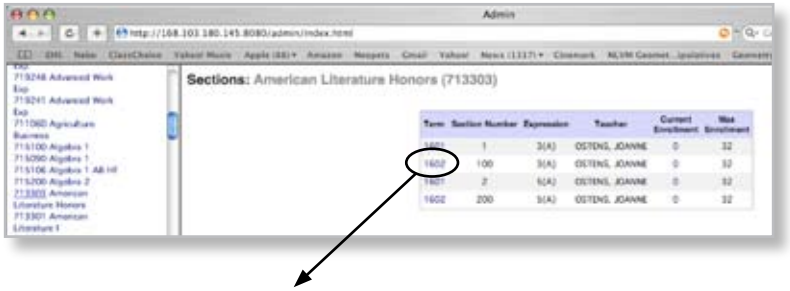
If a student must be a specific age prior to participating in this course, identify the birthdate range.

Identify Section Parameters (Filters)

Some settings can be adjusted at the section level. To make adjustments to a single section, follow these instructions:

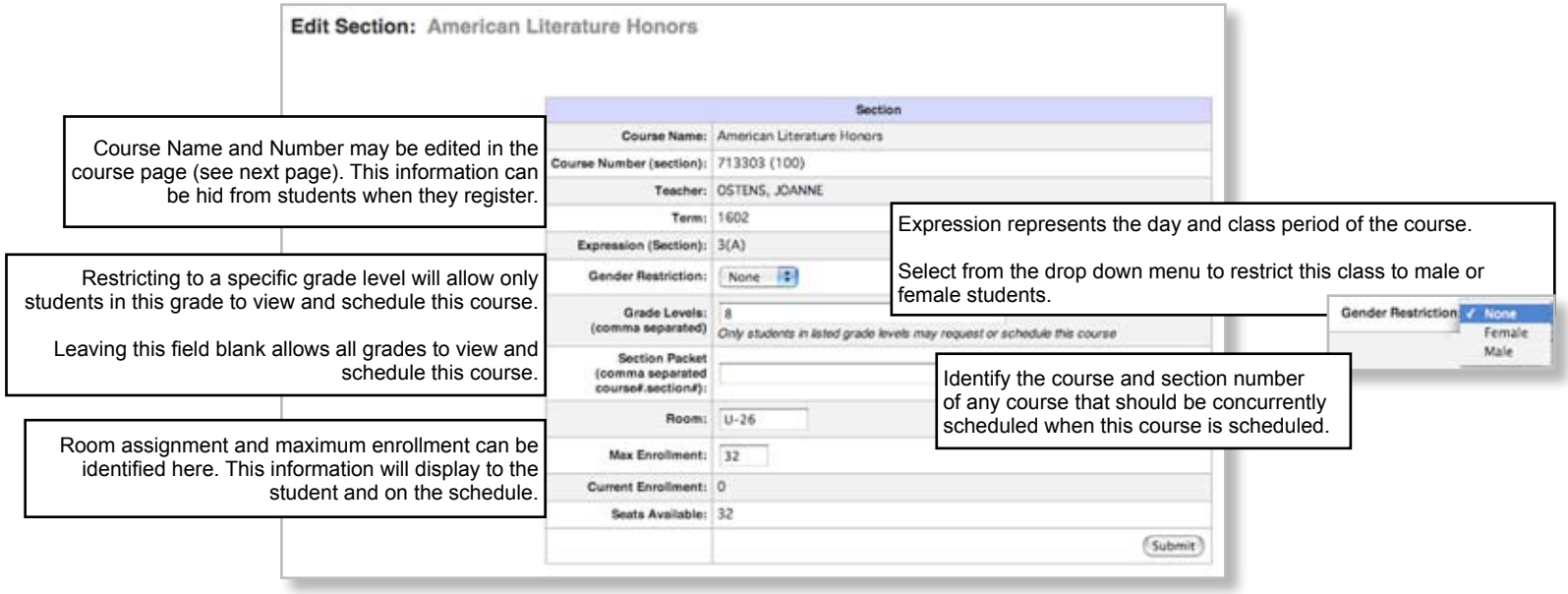
1. Open the Course Browser.





2. Select the Section number to open the Section page.

3. Select the Term number to open the Edit Section page.


Edit Section: American Literature Honors
Section
Course Name: American Literature Honors
Course Number (section): 713303 (100)
Teacher: OSTENS, JOANNE
Term: 1602
Expression (Section): 3(A)
Gender Restriction: None
Grade Levels: (comma separated) 8
Only students in listed grade levels may request or schedule this course
Section Packet (comma separated course#.section#):
Room: U-26
Max Enrollment: 32
Current Enrollment: 0
Seats Available: 32
Submit
Course Name and Number may be edited in the course page (see next page). This information can be hid from students when they register.
Restricting to a specific grade level will allow only students in this grade to view and schedule this course.
Leaving this field blank allows all grades to view and schedule this course.
Room assignment and maximum enrollment can be identified here. This information will display to the student and on the schedule.
Expression represents the day and class period of the course.
Select from the drop down menu to restrict this class to male or female students.
Gender Restriction
None
Female
Male
Identify the course and section number of any course that should be concurrently scheduled when this course is scheduled.

ClassChoice: Administration

Chapter 4: Identifying Graduation Requirements

Overview

Graduation Requirements are many times specific to each graduating class, therefore, ClassChoice allows for a set of graduation requirements to be defined for each school class year. If graduation requirements are the same for several class years, you can tie one set to many grade levels.

There are two parts to organizing graduation requirements:

GRADUATION REQ. SETS	Create graduation requirement sets for each graduating year. Requirement Sets consist of the list of requirements for a graduating class of students.
GRADUATION REQUIREMENTS	Create a Graduation Requirement for each required credit such as English, Science, Math and other course groups that require a specific number of credits be fulfilled for graduation.

Chapter 4: Identifying Graduation Requirements

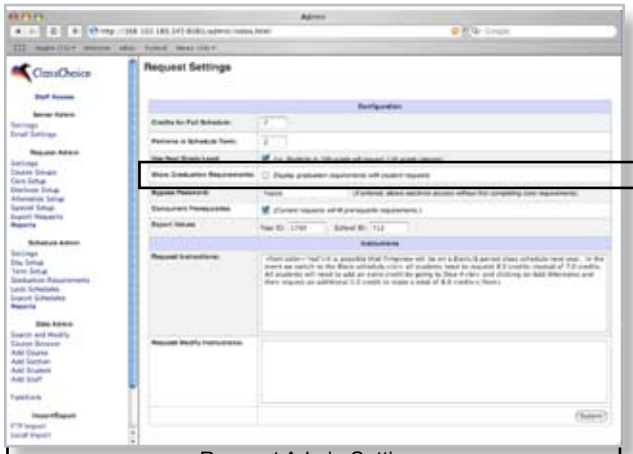
Graduation Requirements can be displayed to the student when requesting or scheduling classes.

When this feature is activated, the student will be able to view the graduation requirement set for their grade level. It will include what they have completed and what they still need to complete in order to graduate.

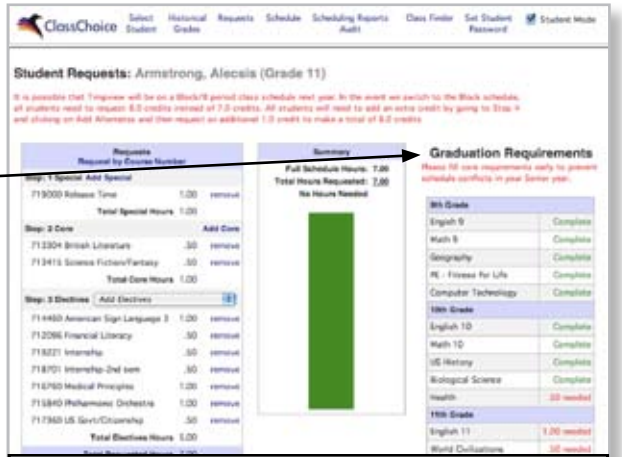
This feature must be activated in **Request Admin Settings*** and/or **Schedule Admin Settings*** in order for the graduation requirements to display to the students.

*NOTE: If you are not using Student Requesting, you will only need to activate this feature in **Schedule Admin Settings**.

Requesting and Graduation Requirements

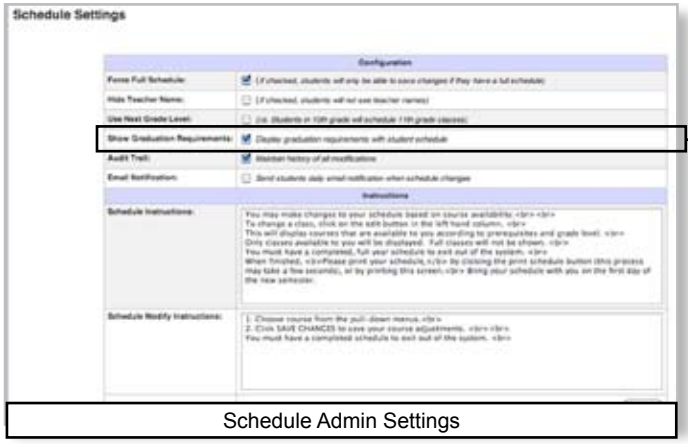


Request Admin Settings

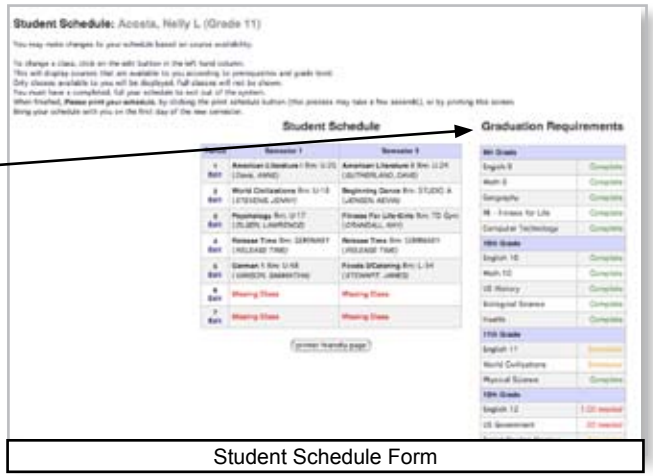


Student Request Form

Scheduling and Graduation Requirements



Schedule Admin Settings



Student Schedule Form

Graduation Requirement Sets

Identifying a Graduation Requirement Set aids in organizing the requirements for a given set of students. Only one graduation requirement set per grade level is allowed. If graduation requirements are the same for the 11th and 12th grade graduating classes, then you can identify the graduation requirement set for both those classes in one set.

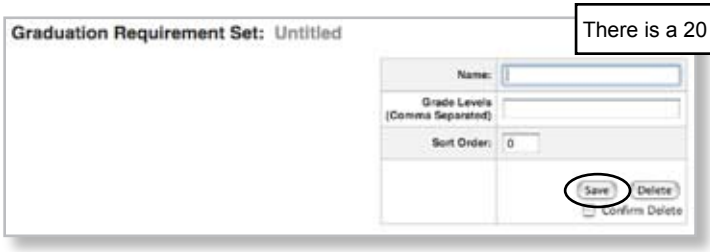
When creating graduation requirements, you should create the set first, then create the requirements. The system comes with a default set that has no requirements in it.

Create a New Graduation Requirement Set

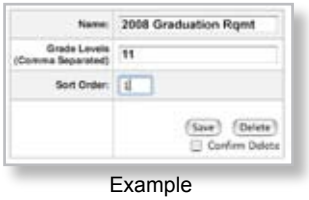
1. Select **Schedule Admin Graduation Req. Sets**.

Graduation Requirement Sets
New Graduation Req. Set
Name Grade Levels
1. Default 9,10,11,12 Duplicate Set
2. Primary School 1, 2, 3, 4, 5, 6 Duplicate Set

2. Select **New Graduation Req. Set**.



There is a 20 character limit for Name.



Example

3. Fill in the name of the graduation set, the grade level to which this set is tied and the sort order (if desired).
4. Select SAVE. The new Graduation Requirement Set will be added to your list.

New Graduation Req. Set
Name Grade Levels
1. 2007 Graduation Rqmt 12 Duplicate Set
2. 2008 Graduation Rqmt 11 Duplicate Set
3. 2009/10 Grad Rqmts 9, 10 Duplicate Set

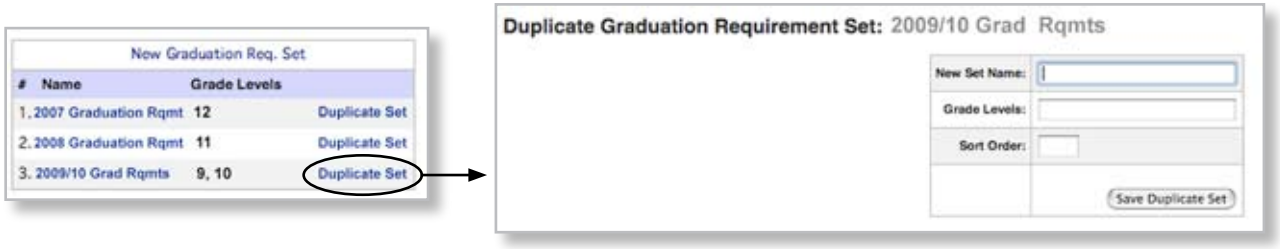
Once you have created the graduation sets, fill out the Graduation Requirements section to identify all the required courses for this grade. The core class requirements can also be pre-populated by the initial import from your SIS.

Using Duplicate Set

Using the Duplicate Set link allows you to copy all the information from the selected set into a new set. Once selected, you are given the opportunity to name the new set, provide the grade levels the requirements apply to and set the sort order.

Create a Duplicate Set

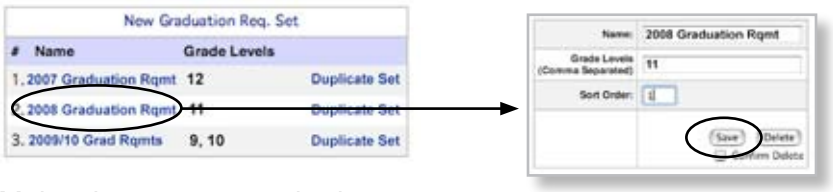
1. Select **Duplicate Set** in the same row as the Graduation Requirement Set you want to duplicate.


New Graduation Req. Set
Name
Grade Levels
1. 2007 Graduation Rqmt 12 Duplicate Set
2. 2008 Graduation Rqmt 11 Duplicate Set
3. 2009/10 Grad Rqmts 9, 10 Duplicate Set
Duplicate Graduation Requirement Set: 2009/10 Grad Rqmts
New Set Name:
Grade Levels:
Sort Order:
Save Duplicate Set

2. Enter the new name and grade levels that apply to the new set and identify a sort order.
3. Select SAVE DUPLICATE SET. A new set will be created with the same members of that set, only a new name and grade level assignments. You can then edit the information within the set to accommodate the different requirements of the new set.

Edit a Graduation Requirement Set

1. Select the Name of the Graduation Requirement Set. *The name will be highlighted and underlined to indicate it is a link.*



2. Make changes as required.
3. Select SAVE.

Delete a Graduation Requirement Set

1. Select the Name of the Graduation Requirement Set.

2. Activate the checkbox next to Confirm Delete.
3. Select DELETE.

Graduation Requirements

Graduation Requirements lists the sets of required courses necessary to graduate. Within the information displayed, you can open the set or the group and see the list of course numbers used within that set or the credit types used.

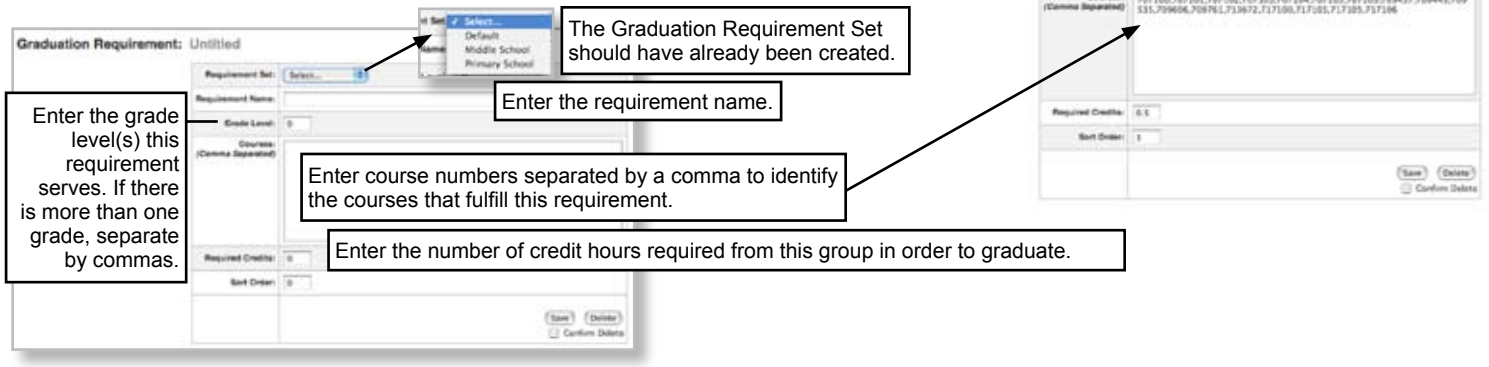
Graduation Requirements
New Graduation Requirement
Set Name Name Grade Level Required Credit Sort Order
1. Default English 10 10 1
2. Default English 11 11 1
3. Default English 12 12 1
4. Default English 9 9 1
5. Default Math 10 10 2
6. Default Math 9 9 2
7. Default US Government 12 2
8. Default World Civilizations 11 2
9. Default Geography 9 3
10. Default Social Studies Elective 12 3
11. Default US History 10 3
12. Default Biological Science 10 4
13. Default Physical Education Elective 12 4
14. Default Physical Science 11 4
15. Default Health 10 5
16. Default PE - Fitness for Life 9 5
17. Default Computer Technology 9 6
18. Default Fine Arts 12 6
19. Default Practical Arts 12 7
20. Default Practical Arts/Fine Arts 12 8
21. Default Advanced Studies 12 9
22. Default Electives 12 10
23. Primary School First Level 1 1
Graduation Requirement: First Level
Requirement Set: Primary School
Requirement Name: First Level
Grade Level: 1
Courses (Comma Separated)
Required Credits: 23
Sort Order: 1
Save
Delete
Confirm Delete

Selecting a link in either of these columns opens the list of classes in that Course Group within the Graduation Requirement Set.

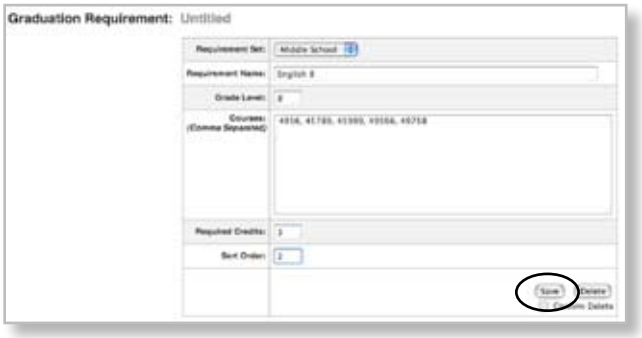
Create a New Graduation Requirement

1. Select **Schedule Admin Graduation Requirements**.

2. Select **New Graduation Requirement**.


Graduation Requirement: Untitled
The Graduation Requirement Set should have already been created.
Enter the requirement name.
Enter the grade level(s) this requirement serves. If there is more than one grade, separate by commas.
Enter course numbers separated by a comma to identify the courses that fulfill this requirement.
Enter the number of credit hours required from this group in order to graduate.
Graduation Requirement: Geography

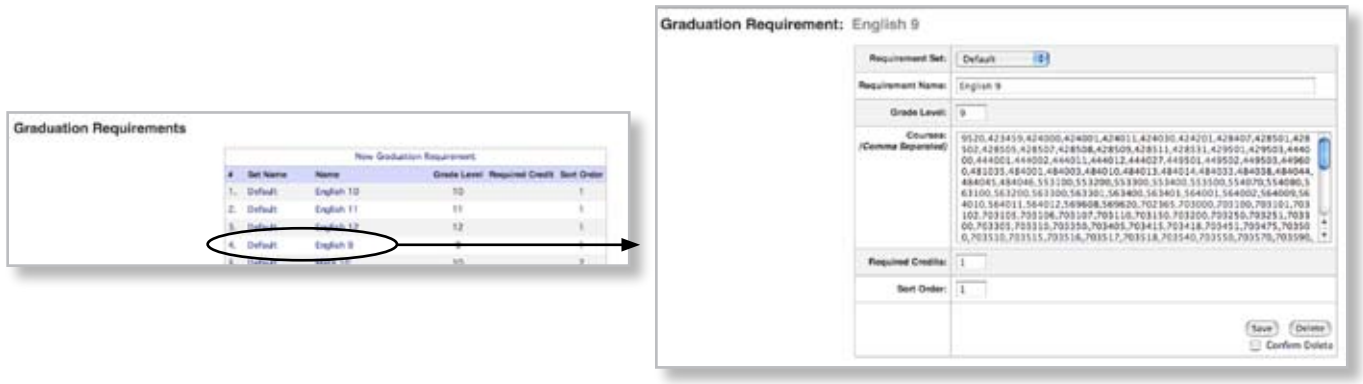
3. Select the Graduation Requirements Set using the drop down menu list of the sets created in “Graduation Requirements Sets.” Name the requirement (see below), identify the grade level, courses and required credits. You may also identify a sort order for this set of required courses.



4. Select SAVE.

Edit a Graduation Requirement

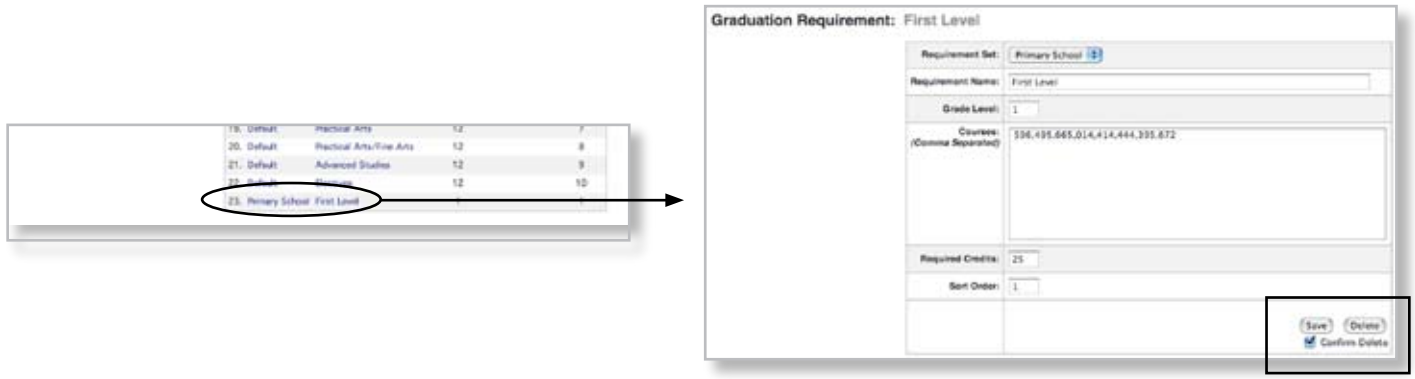
1. Select the column link of the requirements you want to edit.



2. Make the desired changes to the information available.
3. Select SAVE.

Delete a Graduation Requirement

1. Select the column link of the requirements you want to delete.



2. Activate the checkbox next to Confirm Delete.
3. Select DELETE.

Chapter 5: Using ClassChoice for Requesting

Overview

In ClassChoice, filters have been designed to individualize each student screen matching the needs and choices in order to make requesting courses easier. Creating course and core requirement groups that are used in requesting organizes course availability in a way that is less confusing to the student.

Request Admin provides the ability to configure the functions of the software for setting up all the necessary parameters to collect requests.

SETTINGS	Configure options for requesting classes.
COURSE GROUPS	Course groups are used for pre-determining lists of elective and alternate courses selectable by the student.
CORE SETUP	Core groups can be identified by grade. These core groups define the core requirements for each grade level. Core groups are usually grade level specific. If core requirements are different for the graduating class of 2008, versus 2007, then the grade intended to graduate in 2008 will have a different core group of requirements than the grade of students intended to graduate in 2007.
ELECTIVES SETUP	Electives are courses that may be selected to fulfill requirements beyond the core requirements for graduation.
ALTERNATES SETUP	Alternates are requests that are used to fill a students schedule when an elective request is not available.
SPECIAL SETUP	Setup Special is used for unique or special selections of courses that do not fall into the core, electives or alternates category within a school. Teacher's aide, library aide, released time and study periods are examples of time periods that might fall within the school day but not be given credit or qualify as an elective or alternate course.
EXPORT REQUESTS*	Export Requests to a tab delimited file.

* Export requests is also described in "Creating Request Reports."

Request Admin Settings

The functions defined in **Request Admin Settings** define the parameters for collecting course requests from students.

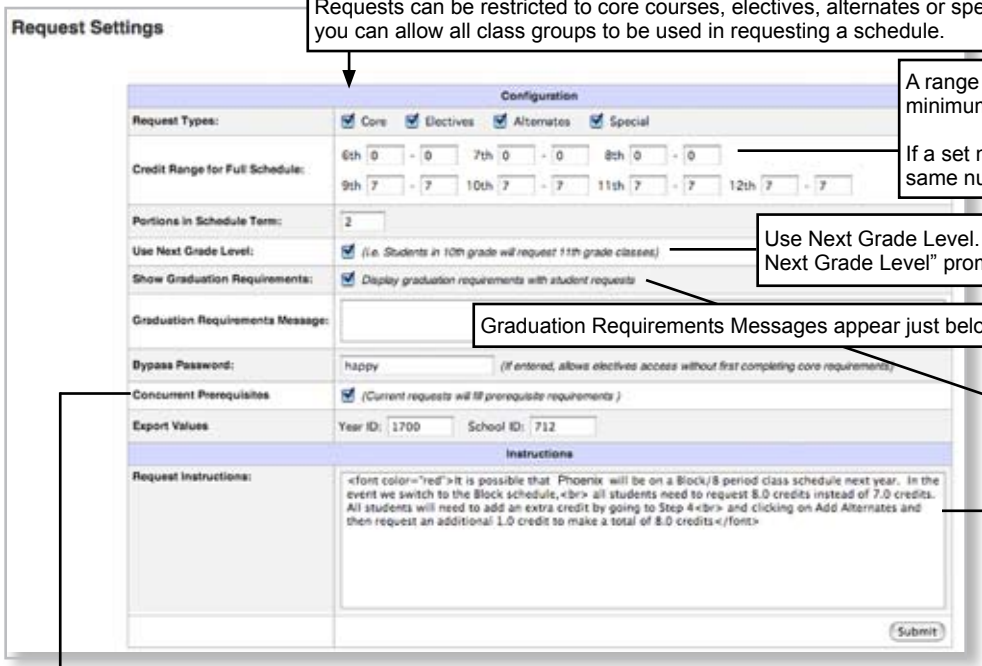
Requests can be restricted to core courses, electives, alternates or special groups or you can allow all class groups to be used in requesting a schedule.

A range of credit hours that are considered a full schedule is allowed. Enter the minimum and maximum credit hours considered full time for each grade.

If a set number of credit hours is required in order to be considered full time, that same number should be entered in the minimum and maximum fields as shown.

Use Next Grade Level. If students have not been promoted to the next grade level, selecting "Use Next Grade Level" promotes them automatically to the correct grade level for requesting purposes.

Graduation Requirements Messages appear just below the Graduation Requirements heading on the Student Request Page.


Request Settings
Configuration
Request Types:
Core
Electives
Alternates
Special
Credit Range for Full Schedule:
6th 0 - 0 7th 0 - 0 8th 0 - 0
9th 7 - 7 10th 7 - 7 11th 7 - 7 12th 7 - 7
Portions in Schedule Term:
2
Use Next Grade Level:
(i.e. Students in 10th grade will request 11th grade classes)
Show Graduation Requirements:
Display graduation requirements with student requests
Graduation Requirements Message:
Bypass Password:
happy
(If entered, allows electives access without first completing core requirements)
Concurrent Prerequisites
(Current requests will fill prerequisite requirements.)
Export Values
Year ID: 1700
School ID: 712
Instructions
Request Instructions:
It is possible that Phoenix will be on a Block/8 period class schedule next year. In the event we switch to the Block schedule,
 all students need to request 8.0 credits instead of 7.0 credits. All students will need to add an extra credit by going to Step 4
 and clicking on Add Alternates and then request an additional 1.0 credit to make a total of 8.0 credits
Submit

Student Request Screen

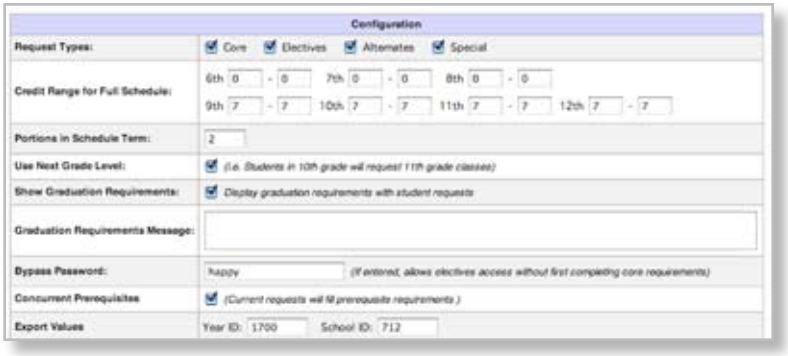
Selecting Concurrent Prerequisites allows the system to count classes that are requested as if they are completed for other prerequisite purposes.

For example, a student needs to request Foods 1 for the first semester and Foods 2 for the second semester. Foods 1 is a prerequisite for Foods 2. Activating Concurrent Prerequisites allows the student to request both classes as if Foods 1 has been completed.

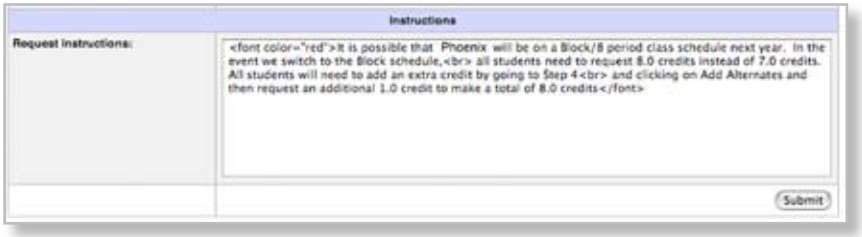
NOTE: If you did not define graduation requirements, then they will not display.

Set Schedule Request Collection Settings

1. Select **Request Admin Settings**.
2. Identify schedule request collection configuration settings.


Configuration
Request Types:
Core
Electives
Alternates
Special
Credit Range for Full Schedule:
6th 0 - 0 7th 0 - 0 8th 0 - 0
9th 7 - 7 10th 7 - 7 11th 7 - 7 12th 7 - 7
Portions in Schedule Term:
2
Use Next Grade Level:
(i.e. Students in 10th grade will request 11th grade classes)
Show Graduation Requirements:
Display graduation requirements with student requests
Graduation Requirements Message:
Bypass Password:
happy
(If entered, allows electives access without first completing core requirements)
Concurrent Prerequisites
(Current requests will fill prerequisite requirements.)
Export Values
Year ID: 1700
School ID: 712

3. Enter Request Instructions with HTML formatting codes.

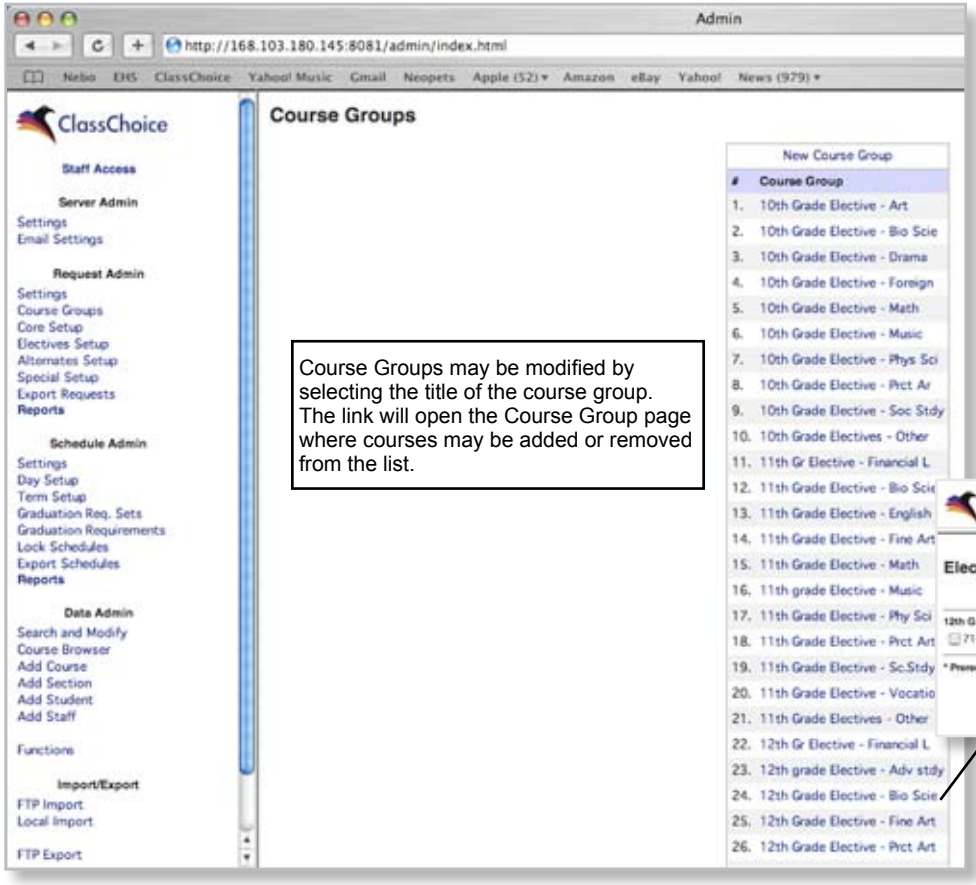

Instructions
Request Instructions:
It is possible that Phoenix will be on a Block/8 period class schedule next year. In the event we switch to the Block schedule,
 all students need to request 8.0 credits instead of 7.0 credits. All students will need to add an extra credit by going to Step 4
 and clicking on Add Alternates and then request an additional 1.0 credit to make a total of 8.0 credits
Submit

4. Select **SUBMIT**.

Course Groups

Course Groups are used for creating predetermined lists of courses for elective and alternate selections by the student. Course Groups help categorize the courses into manageable sets. Course Groups must be entered manually and need very little maintenance after initial setup.

Course Groups will display on one page to the student for easy selection.



Course Groups may be modified by selecting the title of the course group. The link will open the Course Group page where courses may be added or removed from the list.

NOTE: Course Groups are used to create groups of electives and alternates. The Core Group of required courses and the selections that qualify to fulfill those requirements are created in the Core Setup.

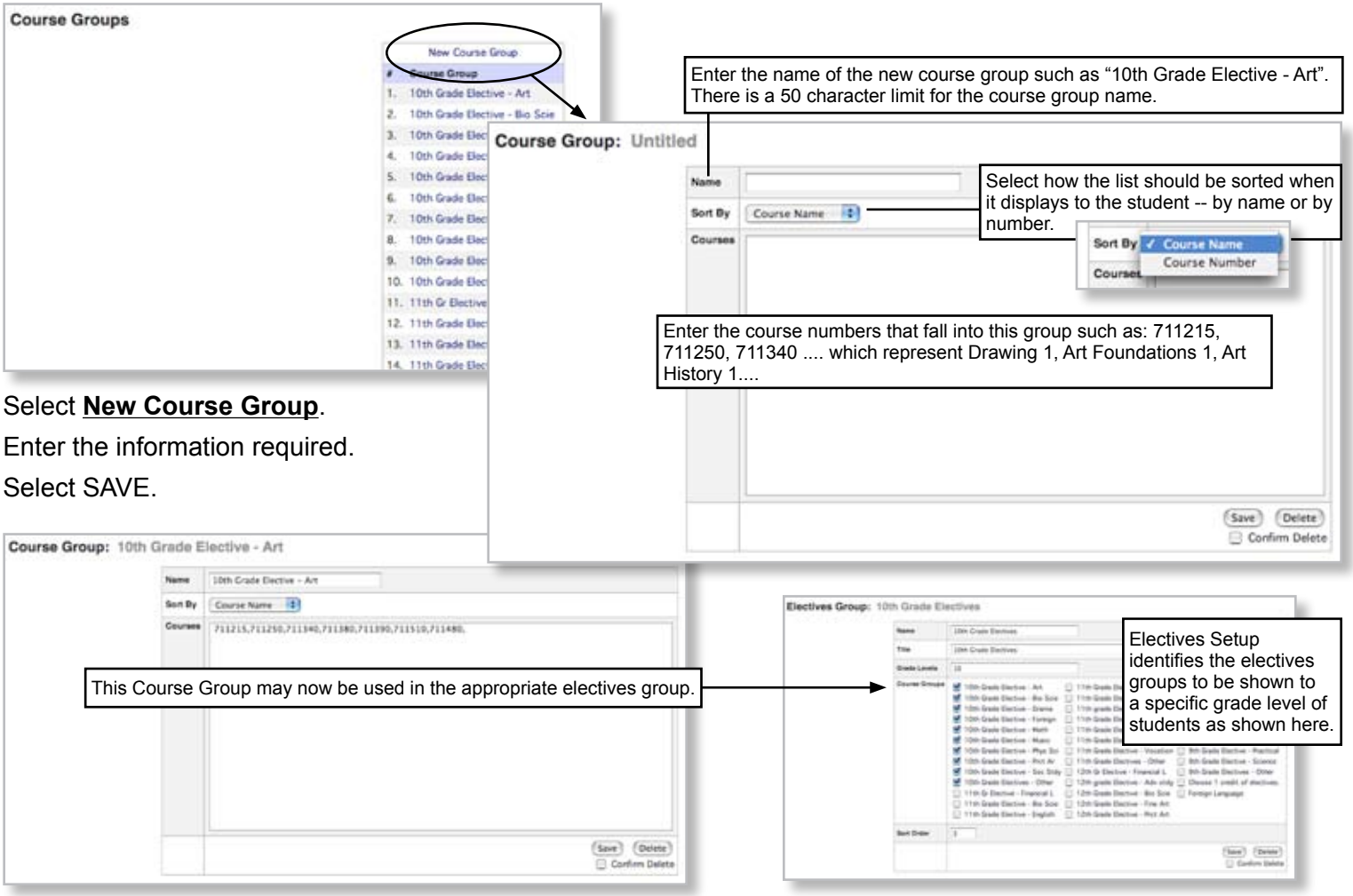
Most courses will already have been imported from your SIS on initial setup of ClassChoice. In the event that you have added courses, those courses must first be created in **Data Admin Add Course** before they can be identified in a Course Group.

Student Request Electives Page Display
From this course elective group, the student may select from any of the displayed courses.

To exit the screen without selecting, select SAVE REQUESTS.

Create a New Course Group

1. Select **Request Admin Course Groups**.


Course Groups
New Course Group
Course Group
1. 10th Grade Elective - Art
2. 10th Grade Elective - Bio Scie
Enter the name of the new course group such as "10th Grade Elective - Art". There is a 50 character limit for the course group name.
Course Group: Untitled
Name
Sort By
Course Name
Courses
Select how the list should be sorted when it displays to the student -- by name or by number.
Sort By
Course Name
Course Number
Enter the course numbers that fall into this group such as: 711215, 711250, 711340 .... which represent Drawing 1, Art Foundations 1, Art History 1....
Save
Delete
Confirm Delete
Course Group: 10th Grade Elective - Art
This Course Group may now be used in the appropriate electives group.
Electives Group: 10th Grade Electives
Electives Setup identifies the electives groups to be shown to a specific grade level of students as shown here.

2. Select **New Course Group**.
3. Enter the information required.
4. Select SAVE.

Request Admin Electives Setup creates grade appropriate groups of electives to display to the student. When a 9th grade student goes to request his or her 10th grade schedule, only the 10th grade electives groups will be available for that student to select from (see above). A student may be allowed to request a course outside of their selections by being added to the Authorized Student list in **Data Admin Functions** > A**dd Authorized Students**.

Core Setup

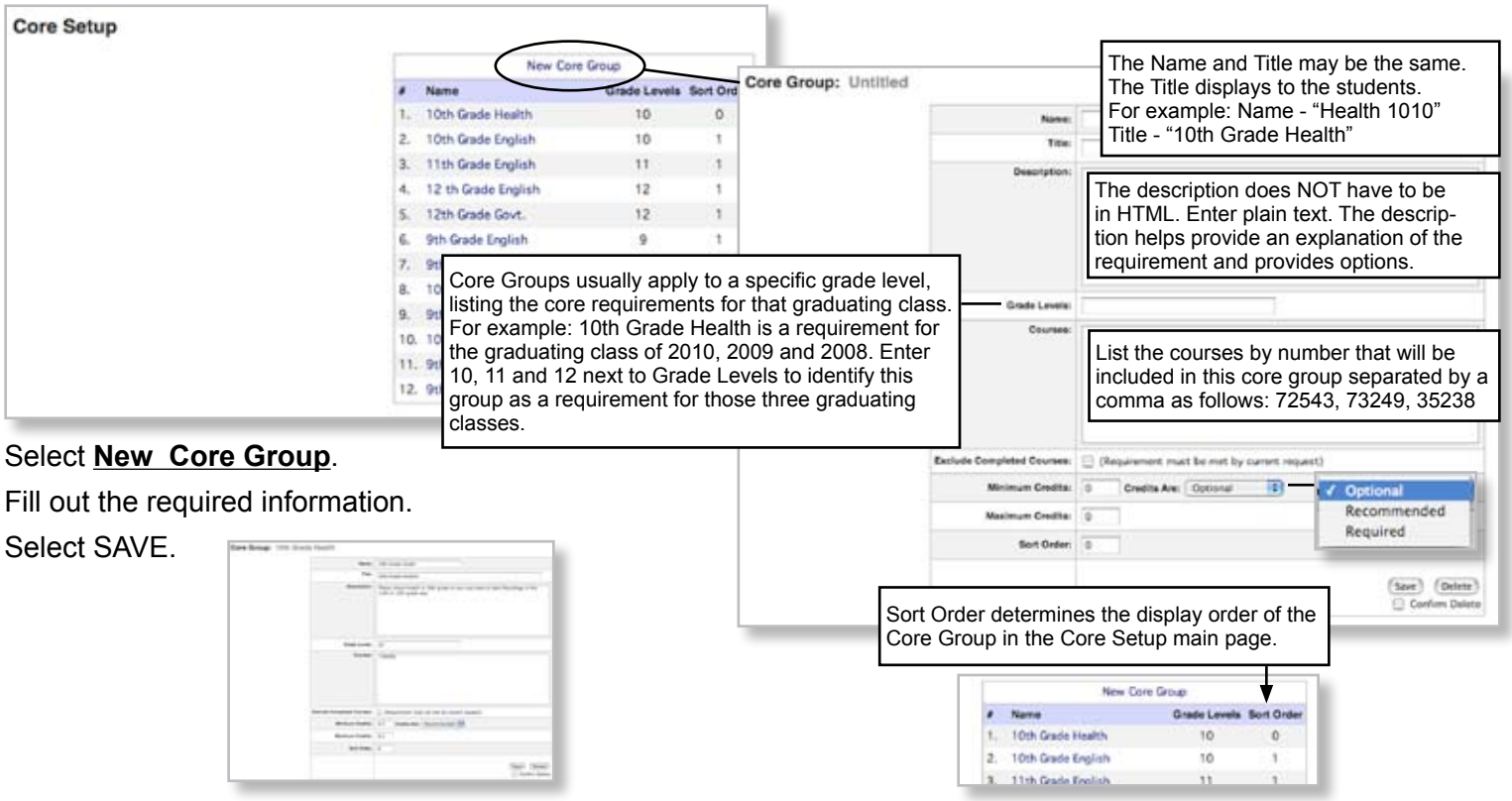
Each school has a set of core required courses for each grade based on district or school requirements. A core group can be used to define the choices students can select to fulfill requirements. Core groups are usually grade level specific.

Example

A 9th grader must take an English class. A new core group should be set up which will allow the 9th graders to choose an acceptable English class to fulfill the requirement.

Create a New Core Group

1. Select **Request Admin Core Setup**.


Core Setup
New Core Group
Core Group: Untitled
The Name and Title may be the same. The Title displays to the students. For example: Name - "Health 1010" Title - "10th Grade Health"
The description does NOT have to be in HTML. Enter plain text. The description helps provide an explanation of the requirement and provides options.
Core Groups usually apply to a specific grade level, listing the core requirements for that graduating class. For example: 10th Grade Health is a requirement for the graduating class of 2010, 2009 and 2008. Enter 10, 11 and 12 next to Grade Levels to identify this group as a requirement for those three graduating classes.
List the courses by number that will be included in this core group separated by a comma as follows: 72543, 73249, 35238
Optional
Recommended
Required
Sort Order determines the display order of the Core Group in the Core Setup main page.

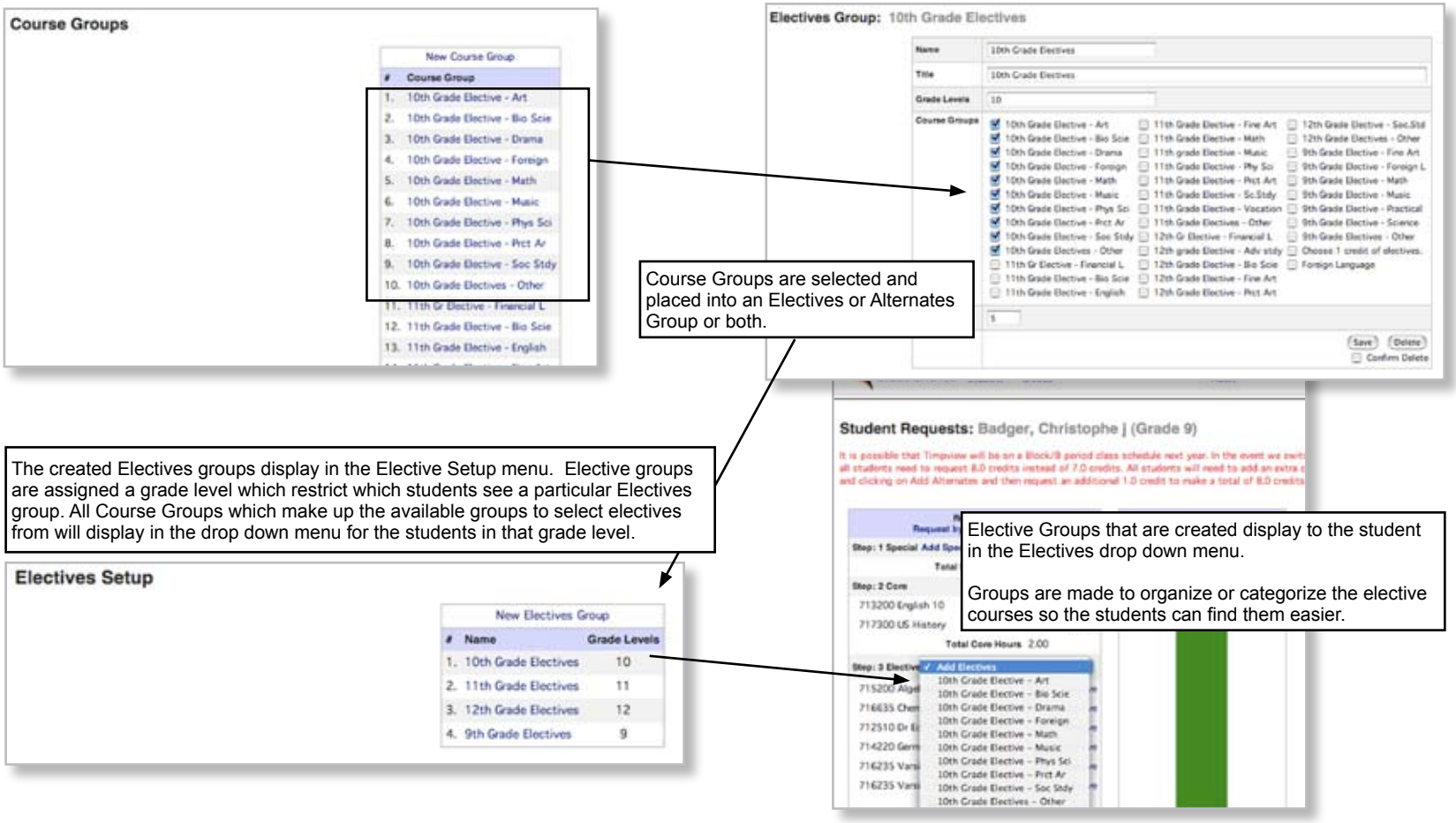
2. Select **New Core Group**.
3. Fill out the required information.
4. Select SAVE.

Electives Setup

An Electives Group is made up of course groupings. Course groups are made to organize or categorize the electives courses. Grouping elective courses in this manner enable them to be presented in a clear and accessible fashion to the student making the request.

Example

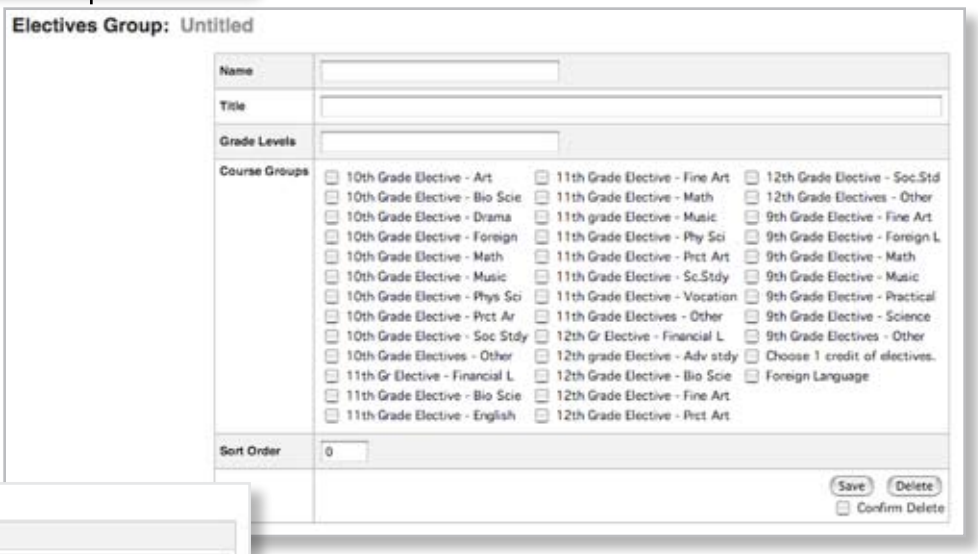
A 9th grader must take a specified number of electives to fulfill graduation requirements. An elective group should be set up which will allow the 9th graders to choose an acceptable elective to fulfill the requirement.

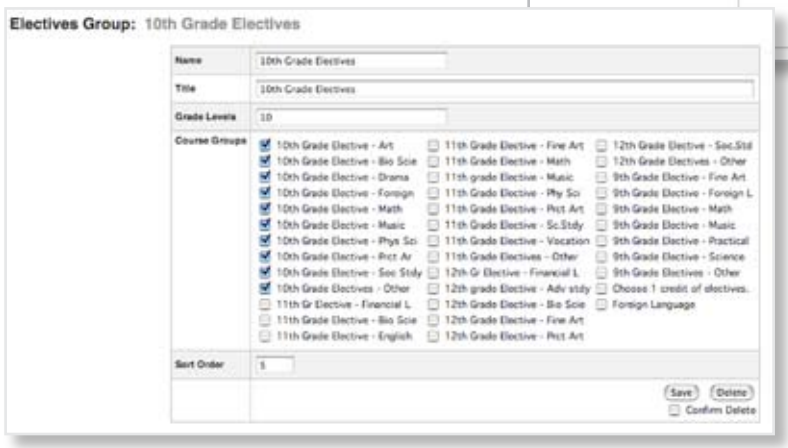

Course Groups
New Course Group
Course Group
1. 10th Grade Elective - Art
2. 10th Grade Elective - Bio Scie
3. 10th Grade Elective - Drama
4. 10th Grade Elective - Foreign
5. 10th Grade Elective - Math
6. 10th Grade Elective - Music
7. 10th Grade Elective - Phys Sci
8. 10th Grade Elective - Prct Ar
9. 10th Grade Elective - Soc Stdy
10. 10th Grade Electives - Other
11. 11th Gr Elective - Financial L
12. 11th Grade Elective - Bio Scie
13. 11th Grade Elective - English
Electives Group: 10th Grade Electives
Course Groups are selected and placed into an Electives or Alternates Group or both.
The created Electives groups display in the Elective Setup menu. Elective groups are assigned a grade level which restrict which students see a particular Electives group. All Course Groups which make up the available groups to select electives from will display in the drop down menu for the students in that grade level.
Electives Setup
New Electives Group
Name Grade Levels
1. 10th Grade Electives 10
2. 11th Grade Electives 11
3. 12th Grade Electives 12
4. 9th Grade Electives 9
Student Requests: Badger, Christophe j (Grade 9)
Elective Groups that are created display to the student in the Electives drop down menu.
Groups are made to organize or categorize the elective courses so the students can find them easier.

Create an Electives Group

1. Select **Request Admin Electives Setup**.

2. Select **New Electives Group**.
3. Provide a Name and a Title. The Title will display to the student. Enter the grade level this Elective Group applies to. Generally, an elective group applies to only one grade level.
4. Activate the checkboxes next to each Course Group that should be in this Elective Group.
5. Identify a sort order.
6. Select SAVE.


Electives Group: Untitled
Name
Title
Grade Levels
Course Groups
10th Grade Elective - Art
10th Grade Elective - Bio Scie
10th Grade Elective - Drama
10th Grade Elective - Foreign
10th Grade Elective - Math
10th Grade Elective - Music
10th Grade Elective - Phys Sci
10th Grade Elective - Prct Ar
10th Grade Elective - Soc Stdy
10th Grade Electives - Other
11th Gr Elective - Financial L
11th Grade Elective - Bio Scie
11th Grade Elective - English
11th Grade Elective - Fine Art
11th Grade Elective - Math
11th grade Elective - Music
11th Grade Elective - Phy Sci
11th Grade Elective - Prct Art
11th Grade Elective - Sc.Stdy
11th Grade Elective - Vocation
11th Grade Electives - Other
12th Gr Elective - Financial L
12th grade Elective - Adv stdy
12th Grade Elective - Bio Scie
12th Grade Elective - Fine Art
12th Grade Elective - Prct Art
12th Grade Elective - Soc.Std
12th Grade Electives - Other
9th Grade Elective - Fine Art
9th Grade Elective - Foreign L
9th Grade Elective - Math
9th Grade Elective - Music
9th Grade Elective - Practical
9th Grade Elective - Science
9th Grade Electives - Other
Choose 1 credit of electives.
Foreign Language
Sort Order
0
Save
Delete
Confirm Delete

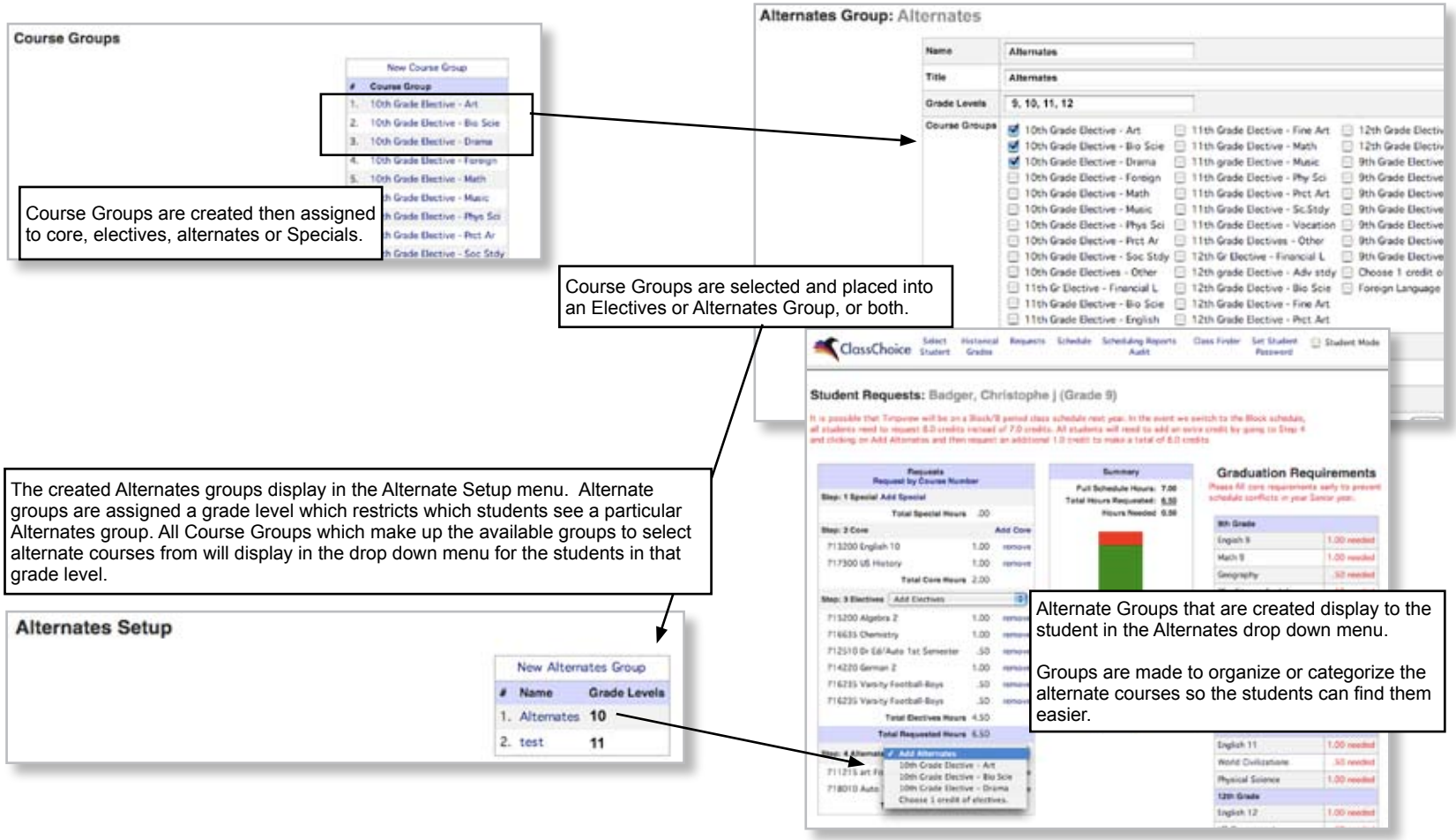


Alternates Setup

When scheduling, arrangements can be made for alternate selections in case the original electives or selections are not available when the schedules are finally created. The Alternates Setup is the where these course groupings are identified in order to have them offered to the student on their request form.

Example

A 9th grader must have selections that can be used to fill their electives group if their first selection is not available. An alternates group should be set up which will allow the 9th graders to choose an acceptable alternate to substitute.

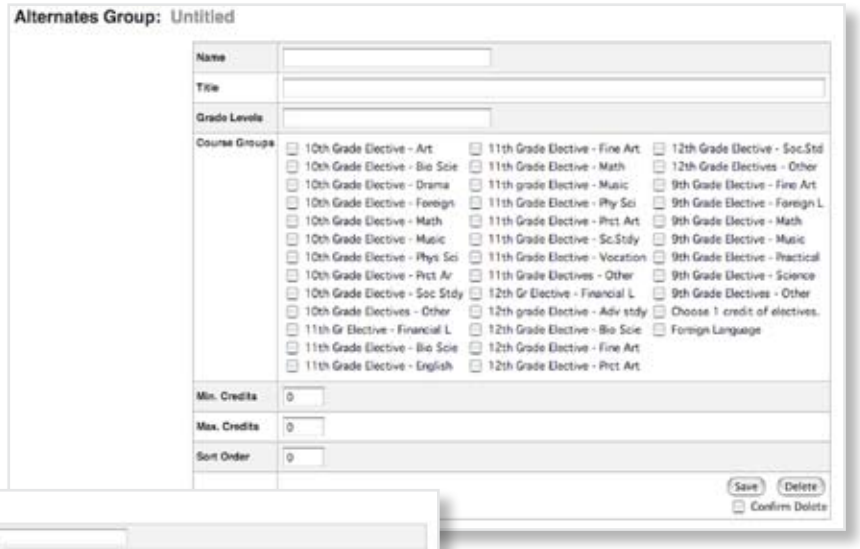

Course Groups
Course Groups are created then assigned to core, electives, alternates or Specials.
Alternates Group: Alternates
Course Groups are selected and placed into an Electives or Alternates Group, or both.
Student Requests: Badger, Christophe j (Grade 9)
Graduation Requirements
The created Alternates groups display in the Alternate Setup menu. Alternate groups are assigned a grade level which restricts which students see a particular Alternates group. All Course Groups which make up the available groups to select alternate courses from will display in the drop down menu for the students in that grade level.
Alternates Setup
New Alternates Group
Name Grade Levels
1. Alternates 10
2. test 11
Alternate Groups that are created display to the student in the Alternates drop down menu.
Groups are made to organize or categorize the alternate courses so the students can find them easier.

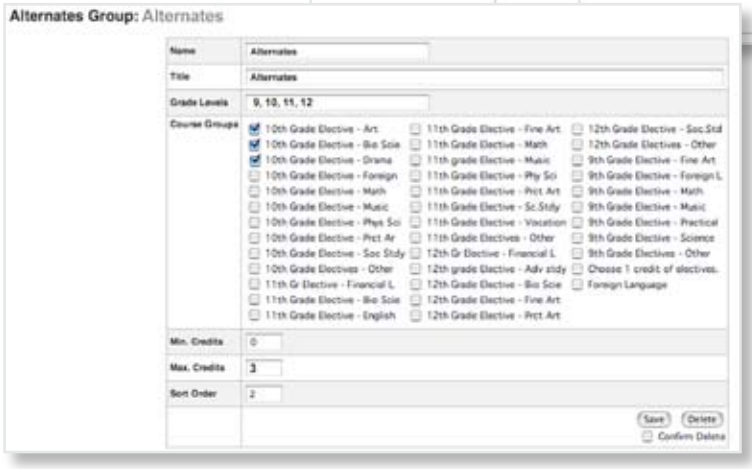
ClassChoice: Administration

Create an Alternates Group

1. Select **Request Admin Alternates Setup**.

2. Select **New Alternates Group**.
3. Provide a Name and a Title. The Title will display to the student. Enter the grade level this Alternate Group applies to. Generally, an alternate group applies to only one grade level.
4. Activate the checkboxes next to each Course Group that should be in this Alternate Group.
5. Enter the minimum and maximum credits that can be taken from the Alternates Group.
6. Identify a sort order.
7. Select SAVE.





Special Setup

When scheduling, arrangements need to be made for unique, or special selections that do not fall into the Core, Electives or Alternates category within a school, this can be done using Special Setup. Some courses may not apply to regular credit for graduation.

Example

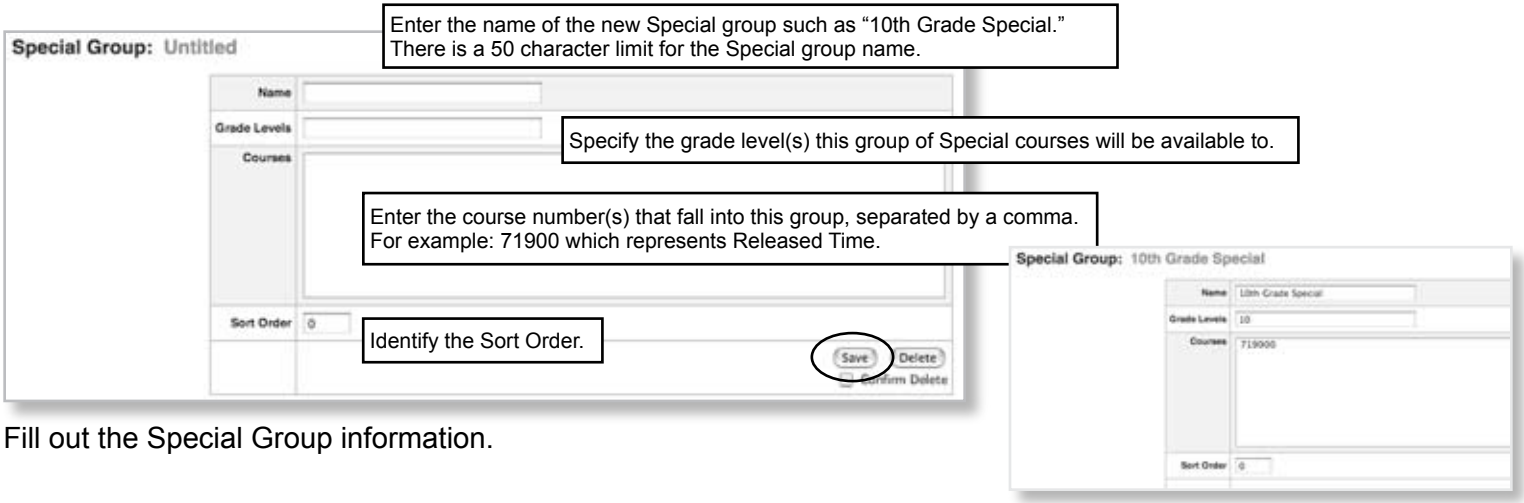
A 9th grader must attend a study period during the school day. These course periods are offered within the school day, but not given credit by the district. This course can fill the student's class schedule, but does not apply to graduation credits. Creating a Special Group can provide for these types of courses to be selected by the student.

Create a Special Group

1. Select **Request Admin Special Group**.

Special Setup
New Special Group
Name Grade Levels
1. 10th Grade Special 10
2. 11th Grade Special 11
3. 12th Grade Special 12
4. 9th Grade Special 9

2. Select **New Special Group**.


Special Group: Untitled
Enter the name of the new Special group such as "10th Grade Special." There is a 50 character limit for the Special group name.
Name
Grade Levels
Specify the grade level(s) this group of Special courses will be available to.
Courses
Enter the course number(s) that fall into this group, separated by a comma. For example: 71900 which represents Released Time.
Sort Order
Identify the Sort Order.
Save
Delete
Special Group: 10th Grade Special

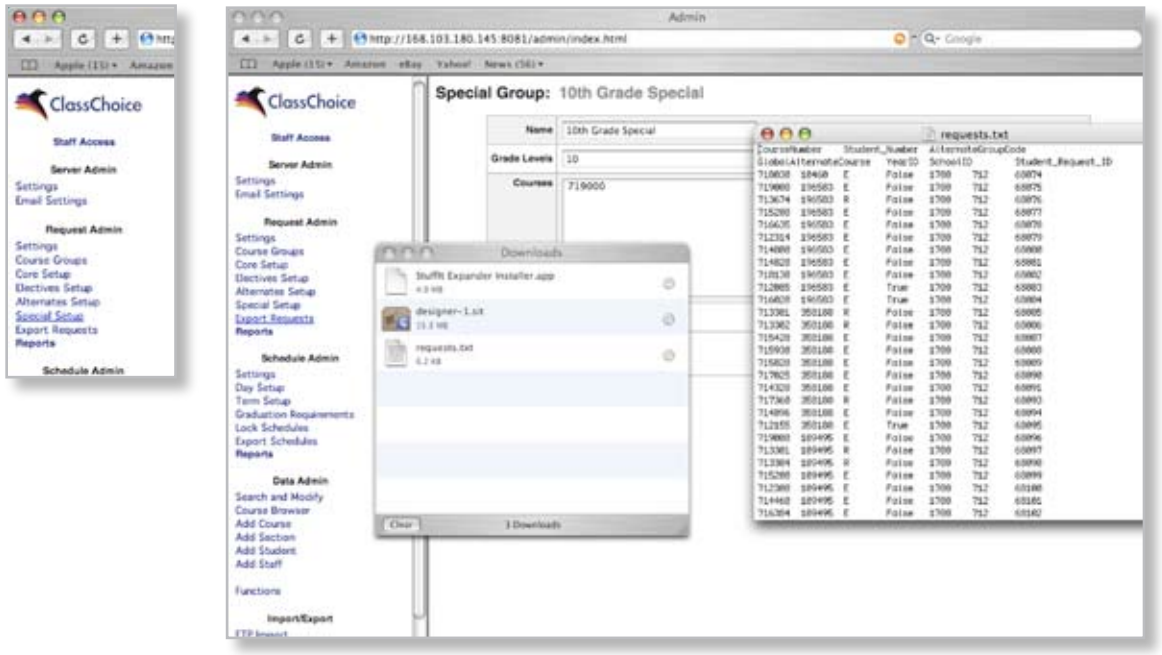
3. Fill out the Special Group information.

Export Requests

Requests may be exported to a tab delimited file that can be opened in Excel or some other spreadsheet software or imported into the Student Information System (SIS).

Export Request

Select **Export Request** from the navigation menu on the left hand side of the page.

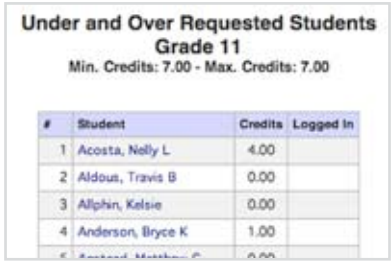
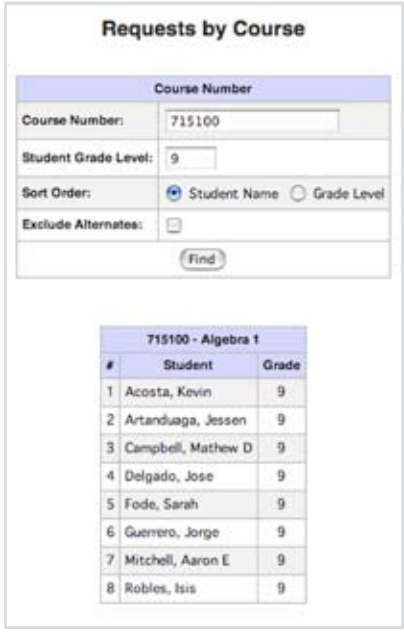


The report will immediately export to a tab delimited file and be saved on your hard drive.

Chapter 6: Using Request Reports

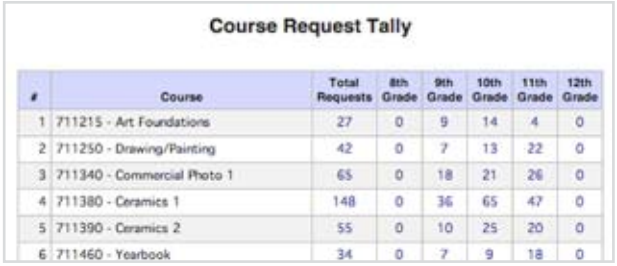
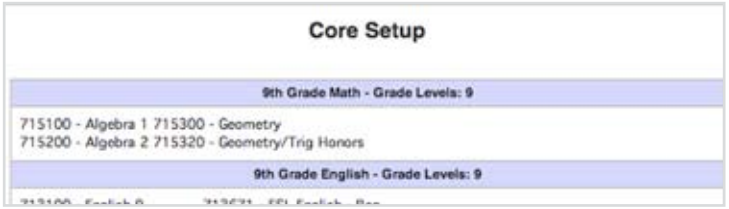
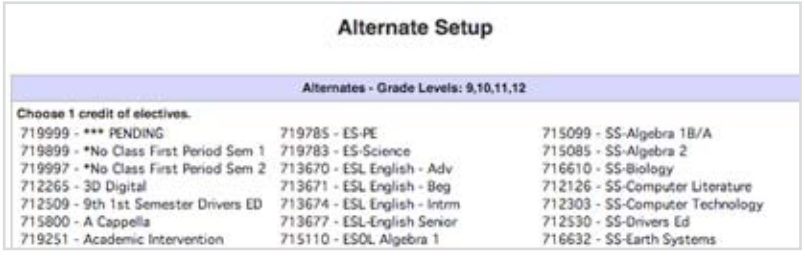
Overview

Reports can be generated to gather information on student requests, core groups, course requests and other criteria.

Name of Report	Description	Example
Under and Over Requested Students	List of students who have requested less than or greater than the required number of credits for a schedule. This list is provided in alphabetical order.	
Requests by Course	Allows you to search by course and return a list of students who have requested that course for the next year. You may restrict the list to a specific grade level or include all grades.	

Under and Over Requested Students
Grade 11
Min. Credits: 7.00 - Max. Credits: 7.00
Student Credits Logged In
1 Acosta, Nelly L 4.00
2 Aldous, Travis B 0.00
3 Allphin, Kelsie 0.00
4 Anderson, Bryce K 1.00

Chapter 6: Using Request Reports

Course Request Tally	Use this report to request a tally of course requests sorted by course name or course number.	
Course Group	This report displays all the course groups in the system. This can be helpful in determining that all the courses in a group have been added to that group as well as verifying availability of the course within the group. Groups may be displayed by group name or group number.	
Core Setup	Core course requirements for each grade level grouped by grade level and courses available. The results can be sorted by name or by number.	
Elective Setup	Electives for each grade level and courses available in each group. The results can be sorted by name or by number.	
Alternate Setup	Alternates for each grade level and courses available in each group. The results can be sorted by name or by number.	

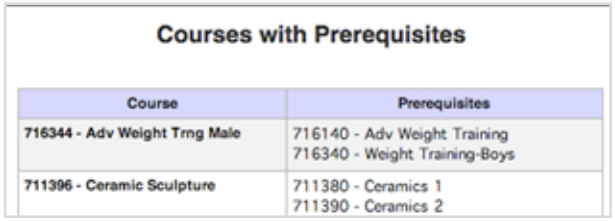
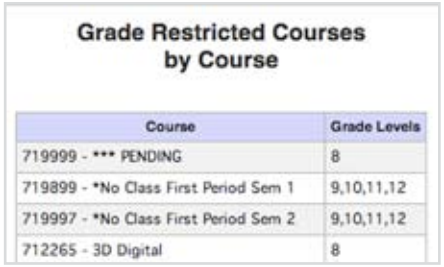
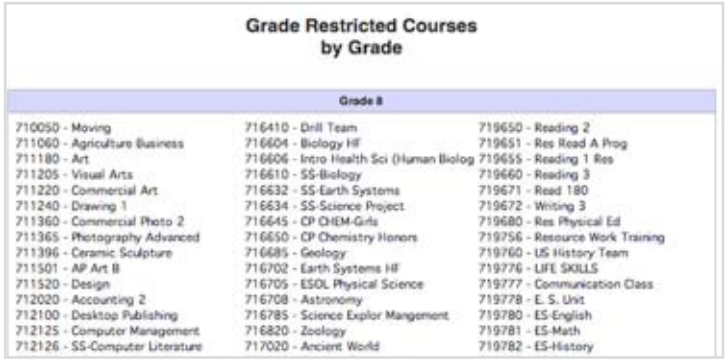
Course Request Tally
Course Total Requests 8th Grade 9th Grade 10th Grade 11th Grade 12th Grade
1 711215 - Art Foundations 27 0 9 14 4 0
2 711250 - Drawing/Painting 42 0 7 13 22 0
3 711340 - Commercial Photo 1 65 0 18 21 26 0
4 711380 - Ceramics 1 148 0 36 65 47 0
5 711390 - Ceramics 2 55 0 10 25 20 0
6 711460 - Yearbook 34 0 7 9 18 0

Course Groups
10th Grade Elective - Art
711215 - Art Foundations 711340 - Commercial Photo 1 711480 - Honors Art 2
711380 - Ceramics 1 711250 - Drawing/Painting
711390 - Ceramics 2 711510 - Honors Art 1
10th Grade Elective - Bio Scie
716600 - Biology 716605 - Human Biology 716750 - Physiology Honors

Core Setup
9th Grade Math - Grade Levels: 9
715100 - Algebra 1 715300 - Geometry
715200 - Algebra 2 715320 - Geometry/Trig Honors
9th Grade English - Grade Levels: 9

Elective Setup
9th Grade Electives - Grade Levels: 9
9th Grade Elective - Music
715872 - Concert Band 715920 - Mixed Chorus 715984 - Sinfonia
715910 - Concert Chorus 715865 - Percussion 712306 - Sp Ed Info Processing
715860 - Jazz Band 715840 - Philharmonic Orchestra 715980 - Symphony Orchestra
9th Grade Elective - Foreign L
714450 - American Sign Language 1 714130 - French 3 714240 - German 3 Honors
714250 - AP German 4 714200 - German 1 714300 - Spanish 1
714100 - French 1 714220 - German 2 714320 - Spanish 2
714120 - French 2 714230 - German 3 714340 - Spanish 3 Honors

Alternate Setup
Alternates - Grade Levels: 9,10,11,12
Choose 1 credit of electives.
719999 - *** PENDING 719785 - ES-PE 715099 - SS-Algebra 1B/A
719899 - *No Class First Period Sem 1 719783 - ES-Science 715085 - SS-Algebra 2
719997 - *No Class First Period Sem 2 713670 - ESL English - Adv 716610 - SS-Biology
712265 - 3D Digital 713671 - ESL English - Beg 712126 - SS-Computer Literature
712509 - 9th 1st Semester Drivers ED 713674 - ESL English - Intrm 712303 - SS-Computer Technology
715800 - A Cappella 713677 - ESL-English Senior 712530 - SS-Drivers Ed
719251 - Academic Intervention 715110 - ESOL Algebra 1 716632 - SS-Earth Systems

Special Setup	Displays the list of special courses either by number or name, as selected. Special courses are any course that is outside the normal requirements, electives and alternates available.	
Prerequisite Courses	Displays the list of required prerequisites for requested courses.	
Grade Restricted Courses By Course	Displays the list of courses restricted by grade and listed by name or number.	
Grade Restricted Courses By Grade	Displays the list of courses restricted by grade and listed by name or number. Groups the courses restricted into grades.	

Special Setup
9th Grade Special - Grade Levels: 9
719000 - Release Time
10th Grade Special - Grade Levels: 10
719000 - Release Time
11th Grade Special - Grade Levels: 11
719000 - Release Time 719899 - *No Class First Period Sem 1 719997 - *No Class First Period Sem 2

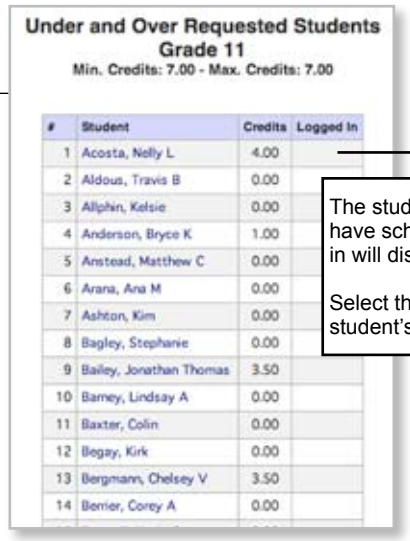
Grade Restricted Courses by Grade
Grade 8
710050 - Moving
711060 - Agriculture Business
711180 - Art
711205 - Visual Arts
711220 - Commercial Art
711240 - Drawing 1
711360 - Commercial Photo 2
711365 - Photography Advanced
711396 - Ceramic Sculpture
711501 - AP Art B
711520 - Design
712020 - Accounting 2
712100 - Desktop Publishing
712125 - Computer Management
712126 - SS-Computer Literature
716410 - Drill Team
716604 - Biology HF
716606 - Intro Health Sci (Human Biolog
716610 - SS-Biology
716632 - SS-Earth Systems
716634 - SS-Science Project
716645 - CP CHEM-Girls
716650 - CP Chemistry Honors
716685 - Geology
716702 - Earth Systems HF
716705 - ESOL Physical Science
716708 - Astronomy
716785 - Science Explor Mangement
716820 - Zoology
717020 - Ancient World
719650 - Reading 2
719651 - Res Read A Prog
719655 - Reading 1 Res
719660 - Reading 3
719671 - Read 180
719672 - Writing 3
719680 - Res Physical Ed
719756 - Resource Work Training
719760 - US History Team
719776 - LIFE SKILLS
719777 - Communication Class
719778 - E. S. Unit
719780 - ES-English
719781 - ES-Math
719782 - ES-History

Under and Over Schedule Students

An Under Schedule Student is a student who had requested less than the required number of credits. An Over Schedule Student is a student who has requested more than the allowed number of credits for a schedule. These two are grouped in the Open Schedule Students report. This report provides the list of students who have too few or too many credits in the schedule request. The list is provided in alphabetical order by student last name.

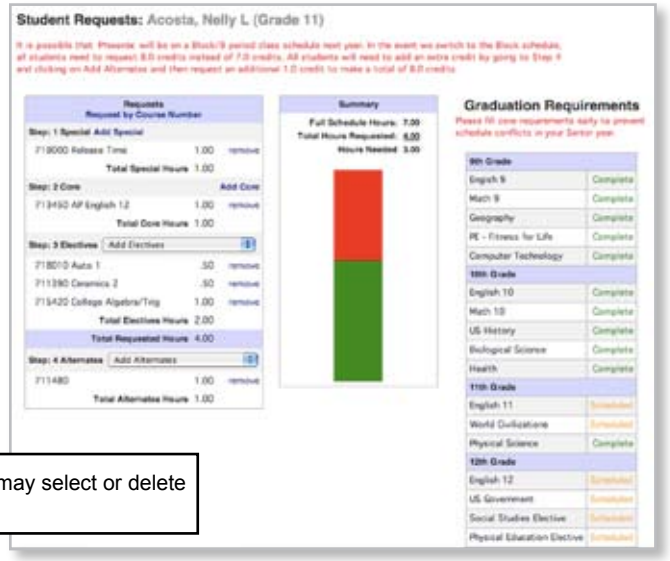
Select the grade number to run a report on a specific grade.
The report will display students in that grade in alphabetical order.

Select **Request Admin Reports** > **Under and Over Schedule Students [Grade Number]**


Under and Over Requested Students
Grade 11
Min. Credits: 7.00 - Max. Credits: 7.00
Student Credits Logged In
1 Acosta, Nelly L 4.00
2 Aldous, Travis B 0.00
3 Allphin, Kelsie 0.00
4 Anderson, Bryce K 1.00
5 Anstead, Matthew C 0.00
6 Arana, Ana M 0.00
7 Ashton, Kim 0.00
8 Bagley, Stephanie 0.00
9 Bailey, Jonathan Thomas 3.50
10 Barney, Lindsay A 0.00
11 Baxter, Colin 0.00
12 Begay, Kirk 0.00
13 Bergmann, Chelsey V 3.50
14 Berrier, Corey A 0.00

The student name, number of periods they have scheduled and whether they have logged in will display.

Select the student name to display the student's request schedule page.

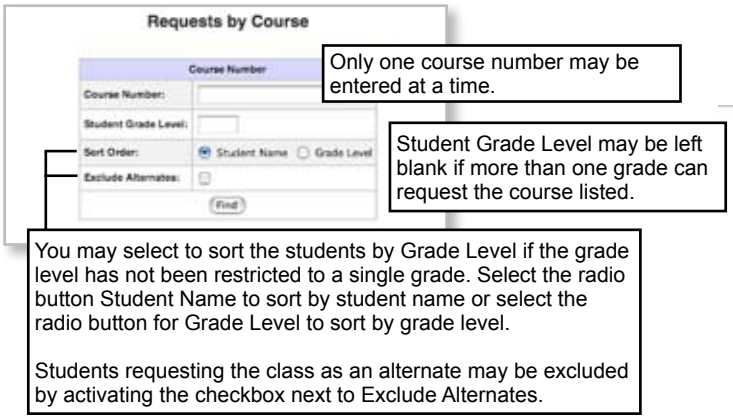


As an administrator, you may select or delete courses for the student.

Requests By Course

ClassChoice gives you the opportunity to search by course and return a list of students who have requested that course for the next year.

1. Select **Request Admin Reports** > **Request by Course**.



Only one course number may be entered at a time.

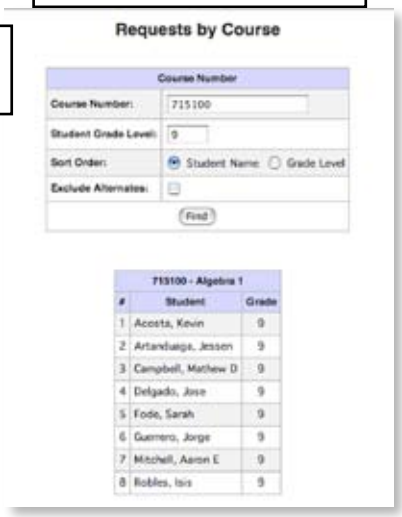
Student Grade Level may be left blank if more than one grade can request the course listed.

You may select to sort the students by Grade Level if the grade level has not been restricted to a single grade. Select the radio button Student Name to sort by student name or select the radio button for Grade Level to sort by grade level.

Students requesting the class as an alternate may be excluded by activating the checkbox next to Exclude Alternates.

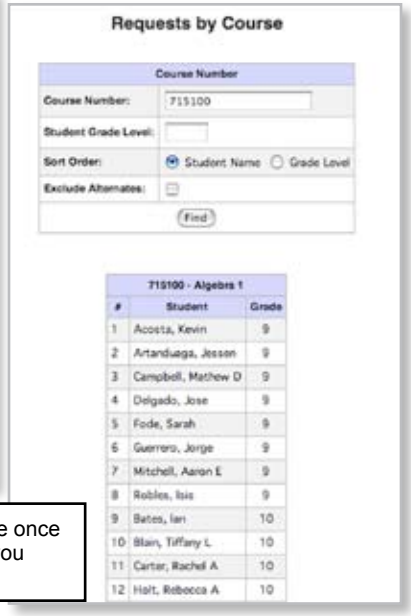
2. Enter the course number and (optional) student grade level. Select whether to sort by grade level or student name and whether to exclude displaying students who have selected the course as an alternate.
3. Select FIND.

Sorted by Student Name with the Grade Level defined.



Sorted by Grade Level, with no Student Grade Level restriction.

Students will be listed alphabetically in each grade displayed.

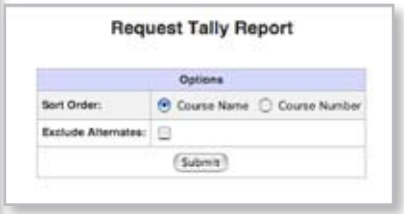


NOTE: The Sort Order radio button will default back to Student Name once you select FIND. This does not affect the sort order you selected, if you selected to sort by Grade Level.

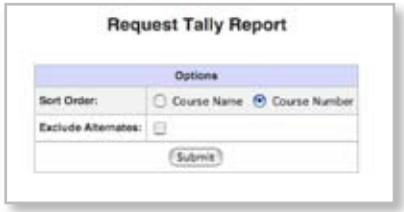
Course Request Tally

You can request a tally of the course request by course name or number.

1. Select **Request Admin Reports** > **Course Request Tally**.

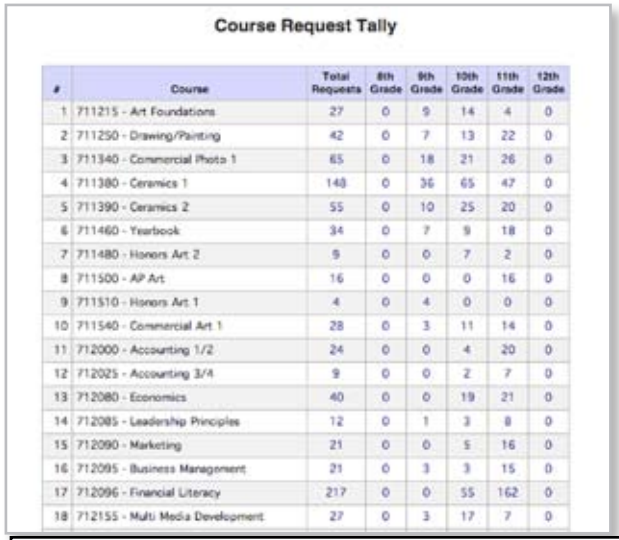


By Course Name



By Course Number

2. Select Sort Order and whether to Exclude Alternates.
3. Select SUBMIT. The Course Request Tally provides a detailed listing of information on each course available for the next year. Select the number in the column next to the course in order to display a detailed listing of students who have requested this course.

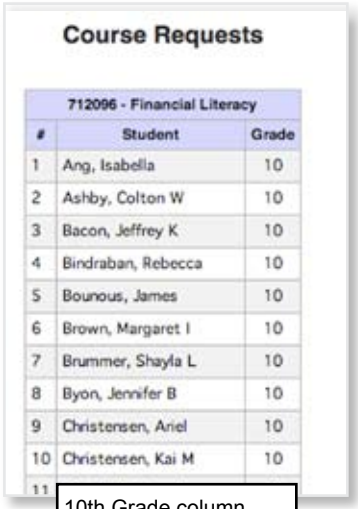


Course Request Tally

#	Course	Total Requests	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
1	711215 - Art Foundations	27	0	9	14	4	0
2	711250 - Drawing/Painting	42	0	7	13	22	0
3	711340 - Commercial Photo 1	65	0	18	21	26	0
4	711380 - Ceramics 1	148	0	36	65	47	0
5	711390 - Ceramics 2	55	0	10	25	20	0
6	711460 - Yearbook	34	0	7	9	18	0
7	711480 - Honors Art 2	9	0	0	7	2	0
8	711500 - AP Art	16	0	0	0	16	0
9	711510 - Honors Art 1	4	0	4	0	0	0
10	711540 - Commercial Art 1	28	0	3	11	14	0
11	712000 - Accounting 1/2	24	0	0	4	20	0
12	712025 - Accounting 3/4	9	0	0	2	7	0
13	712080 - Economics	40	0	0	19	21	0
14	712085 - Leadership Principles	12	0	1	3	8	0
15	712090 - Marketing	21	0	0	5	16	0
16	712095 - Business Management	21	0	3	3	15	0
17	712096 - Financial Literacy	217	0	0	55	162	0
18	712155 - Multi Media Development	27	0	3	17	7	0

Each column (Total Requests and grade level columns) provides the number of student requests for that course.

The number in the column is selectable and returns a secondary page with a detailed listing of the students who have requested that course.

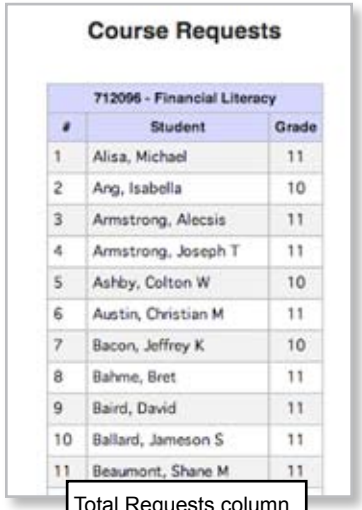


Course Requests

712096 - Financial Literacy

#	Student	Grade
1	Ang, Isabella	10
2	Ashby, Colton W	10
3	Bacon, Jeffrey K	10
4	Bindraban, Rebecca	10
5	Bounous, James	10
6	Brown, Margaret I	10
7	Brummer, Shayla L	10
8	Byon, Jennifer B	10
9	Christensen, Ariel	10
10	Christensen, Kai M	10
11		

10th Grade column number selected.



Course Requests

712096 - Financial Literacy

#	Student	Grade
1	Alisa, Michael	11
2	Ang, Isabella	10
3	Armstrong, Alecsis	11
4	Armstrong, Joseph T	11
5	Ashby, Colton W	10
6	Austin, Christian M	11
7	Bacon, Jeffrey K	10
8	Bahme, Bret	11
9	Baird, David	11
10	Ballard, Jameson S	11
11	Beaumont, Shane M	11

Total Requests column number selected.

Course Group Report

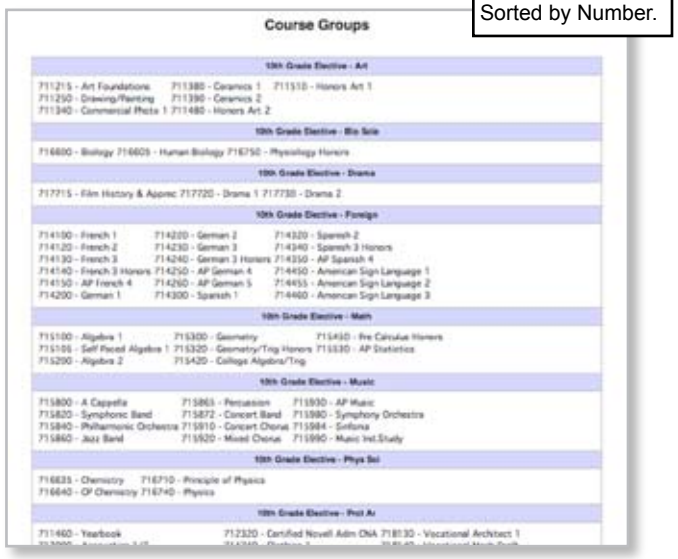
A report can be run to display all the course groups in the system. This is especially helpful in determining that all the courses in a group have been added to that group and verifying the availability of the course within that group. Groups are used to assist students in quickly finding the needed course or alternative course to request.

When selecting a report, you can display the report sorted by the course group name or number. Selecting name or number will identify how the courses within the course group are organized and displayed.

Select **Request Admin Reports** > **Course Group [Sort By Name or Sort By Number**

Sorted by Name.

Sorted by Number.



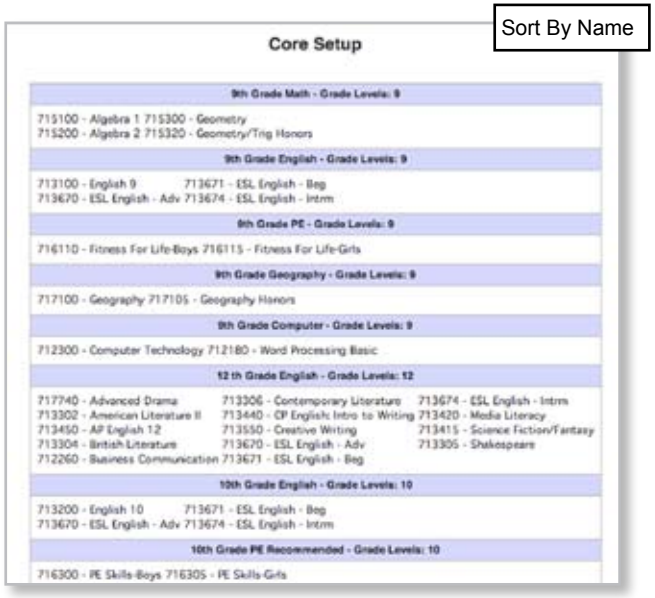
Core Setup Reports

Core course requirements for each grade level can be reviewed by running this report. This setup groups the requirements into grade level and courses available.

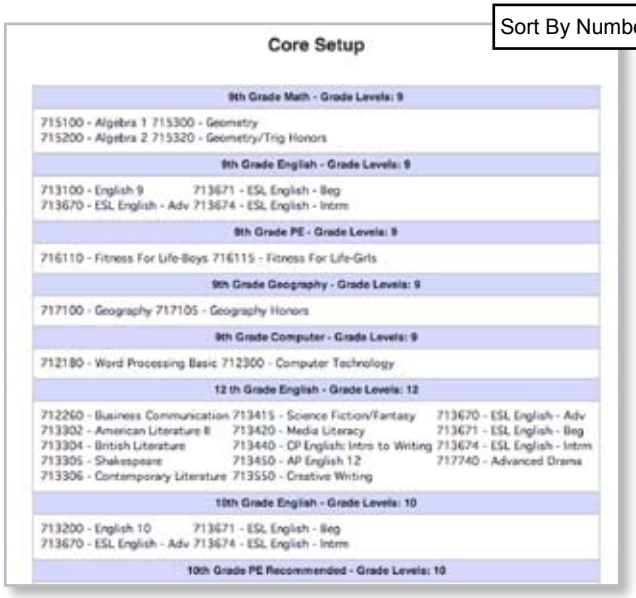
Select **Request Admin Reports** > **Core Setup [Sort By Name or Sort By Number]**.

ClassChoice
Staff Access
Server Admin
Settings
Email Settings
Request Admin
Settings
Course Groups
Core Setup
Electives Setup
Alternates Setup
Special Setup
Reports
Schedule Admin
Settings
Day Setup
Request Reports
Report
Options
Under and Over Requested Students 4 5 6 7 8 9 10 11 12
Requests by Course
Course Request Tally
Course Group Sort by Name Sort by Number
Core Setup Sort by Name Sort by Number
Elective Setup Sort by Name Sort by Number
Alternate Setup Sort by Name Sort by Number
Special Setup Sort by Name Sort by Number
Prerequisite Courses Sort by Name Sort by Number
Grade Restricted Courses By Course Sort by Name Sort by Number
Grade Restricted Courses By Grade Sort by Name Sort by Number

Sort By Name


Core Setup
9th Grade Math - Grade Levels: 9
715100 - Algebra 1 715300 - Geometry
715200 - Algebra 2 715320 - Geometry/Trig Honors
9th Grade English - Grade Levels: 9
713100 - English 9 713671 - ESL English - Beg
713670 - ESL English - Adv 713674 - ESL English - Intrm
9th Grade PE - Grade Levels: 9
716110 - Fitness For Life-Boys 716115 - Fitness For Life-Girls
9th Grade Geography - Grade Levels: 9
717100 - Geography 717105 - Geography Honors
9th Grade Computer - Grade Levels: 9
712300 - Computer Technology 712180 - Word Processing Basic
12 th Grade English - Grade Levels: 12
717740 - Advanced Drama 713306 - Contemporary Literature 713674 - ESL English - Intrm
713302 - American Literature II 713440 - CP English: Intro to Writing 713420 - Media Literacy
713450 - AP English 12 713550 - Creative Writing 713415 - Science Fiction/Fantasy
713304 - British Literature 713670 - ESL English - Adv 713305 - Shakespeare
712260 - Business Communication 713671 - ESL English - Beg
10th Grade English - Grade Levels: 10
713200 - English 10 713671 - ESL English - Beg
713670 - ESL English - Adv 713674 - ESL English - Intrm
10th Grade PE Recommended - Grade Levels: 10
716300 - PE Skills-Boys 716305 - PE Skills-Girls

Sort By Number


Core Setup
9th Grade Math - Grade Levels: 9
715100 - Algebra 1 715300 - Geometry
715200 - Algebra 2 715320 - Geometry/Trig Honors
9th Grade English - Grade Levels: 9
713100 - English 9 713671 - ESL English - Beg
713670 - ESL English - Adv 713674 - ESL English - Intrm
9th Grade PE - Grade Levels: 9
716110 - Fitness For Life-Boys 716115 - Fitness For Life-Girls
9th Grade Geography - Grade Levels: 9
717100 - Geography 717105 - Geography Honors
9th Grade Computer - Grade Levels: 9
712180 - Word Processing Basic 712300 - Computer Technology
12 th Grade English - Grade Levels: 12
712260 - Business Communication 713415 - Science Fiction/Fantasy 713670 - ESL English - Adv
713302 - American Literature II 713420 - Media Literacy 713671 - ESL English - Beg
713304 - British Literature 713440 - CP English: Intro to Writing 713674 - ESL English - Intrm
713305 - Shakespeare 713450 - AP English 12 717740 - Advanced Drama
713306 - Contemporary Literature 713550 - Creative Writing
10th Grade English - Grade Levels: 10
713200 - English 10 713671 - ESL English - Beg
713670 - ESL English - Adv 713674 - ESL English - Intrm
10th Grade PE Recommended - Grade Levels: 10

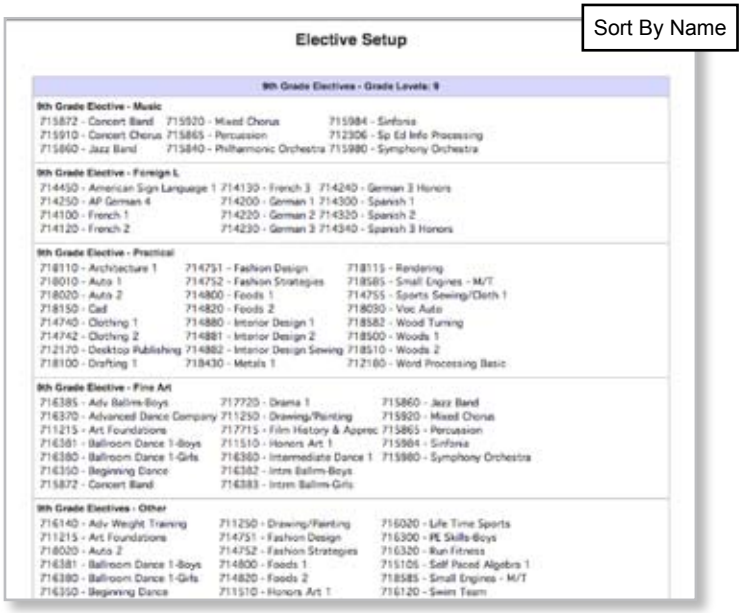
Elective Setup Report

Electives can also be organized in their appropriate groups. The Elective Setup Report displays the list of groups of electives and their courses included in each group. This format also assists the students in finding all the course information they require easily at hand when they are making requests.

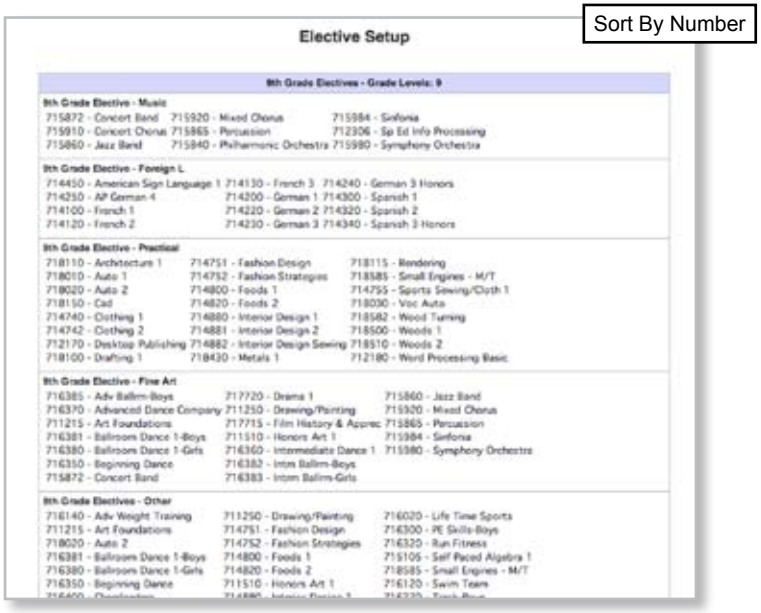
Select **Request Admin Reports** > **Elective Setup [Sort By Name or Sort By Number]**

ClassChoice
Staff Access
Server Admin
Settings
Email Settings
Request Admin
Settings
Course Groups
Core Setup
Electives Setup
Alternates Setup
Special Setup
Reports
Schedule Admin
Settings
Day Setup
Request Reports
Report
Options
Under and Over Requested Students 4 5 6 7 8 9 10 11 12
Requests by Course
Course Request Tally
Course Group Sort by Name Sort by Number
Core Setup Sort by Name Sort by Number
Elective Setup Sort by Name Sort by Number
Alternate Setup Sort by Name Sort by Number
Special Setup Sort by Name Sort by Number
Prerequisite Courses Sort by Name Sort by Number
Grade Restricted Courses By Course Sort by Name Sort by Number
Grade Restricted Courses By Grade Sort by Name Sort by Number

Sort By Name


Elective Setup
9th Grade Electives - Grade Levels: 9
9th Grade Elective - Music
715872 - Concert Band 715920 - Mixed Chorus 715984 - Sinfonia
715910 - Concert Chorus 715865 - Percussion 712306 - Sp Ed Info Processing
715860 - Jazz Band 715840 - Philharmonic Orchestra 715980 - Symphony Orchestra
9th Grade Elective - Foreign L
714450 - American Sign Language 1 714130 - French 3 714240 - German 3 Honors
714250 - AP German 4 714200 - German 1 714300 - Spanish 1
714100 - French 1 714220 - German 2 714320 - Spanish 2
714120 - French 2 714230 - German 3 714340 - Spanish 3 Honors
9th Grade Elective - Practical
718110 - Architecture 1 714751 - Fashion Design 718115 - Rendering
718010 - Auto 1 714752 - Fashion Strategies 718585 - Small Engines - M/T
718020 - Auto 2 714800 - Foods 1 714755 - Sports Sewing/Cloth 1
718150 - Cad 714820 - Foods 2 718030 - Voc Auto
714740 - Clothing 1 714880 - Interior Design 1 718582 - Wood Turning
714742 - Clothing 2 714881 - Interior Design 2 718500 - Woods 1
712170 - Desktop Publishing 714882 - Interior Design Sewing 718510 - Woods 2
718100 - Drafting 1 718430 - Metals 1 712180 - Word Processing Basic
9th Grade Elective - Fine Art
716385 - Adv Ballrm-Boys 717720 - Drama 1 715860 - Jazz Band
716370 - Advanced Dance Company 711250 - Drawing/Painting 715920 - Mixed Chorus
711215 - Art Foundations 717715 - Film History & Apprec 715865 - Percussion
716381 - Ballroom Dance 1-Boys 711510 - Honors Art 1 715984 - Sinfonia
716380 - Ballroom Dance 1-Girls 716360 - Intermediate Dance 1 715980 - Symphony Orchestra
716350 - Beginning Dance 716382 - Intm Ballrm-Boys
715872 - Concert Band 716383 - Intm Ballrm-Girls
9th Grade Electives - Other
716140 - Adv Weight Training 711250 - Drawing/Painting 716020 - Life Time Sports
711215 - Art Foundations 714751 - Fashion Design 716300 - PE Skills-Boys
718020 - Auto 2 714752 - Fashion Strategies 716320 - Run Fitness
716381 - Ballroom Dance 1-Boys 714800 - Foods 1 715105 - Self Paced Algebra 1
716380 - Ballroom Dance 1-Girls 714820 - Foods 2 718585 - Small Engines - M/T
716350 - Beginning Dance 711510 - Honors Art 1 716120 - Swim Team

Sort By Number


Elective Setup
9th Grade Electives - Grade Levels: 9
9th Grade Elective - Music
715872 - Concert Band 715920 - Mixed Chorus 715984 - Sinfonia
715910 - Concert Chorus 715865 - Percussion 712306 - Sp Ed Info Processing
715860 - Jazz Band 715840 - Philharmonic Orchestra 715980 - Symphony Orchestra
9th Grade Elective - Foreign L
714450 - American Sign Language 1 714130 - French 3 714240 - German 3 Honors
714250 - AP German 4 714200 - German 1 714300 - Spanish 1
714100 - French 1 714220 - German 2 714320 - Spanish 2
714120 - French 2 714230 - German 3 714340 - Spanish 3 Honors
9th Grade Elective - Practical
718110 - Architecture 1 714751 - Fashion Design 718115 - Rendering
718010 - Auto 1 714752 - Fashion Strategies 718585 - Small Engines - M/T
718020 - Auto 2 714800 - Foods 1 714755 - Sports Sewing/Cloth 1
718150 - Cad 714820 - Foods 2 718030 - Voc Auto
714740 - Clothing 1 714880 - Interior Design 1 718582 - Wood Turning
714742 - Clothing 2 714881 - Interior Design 2 718500 - Woods 1
712170 - Desktop Publishing 714882 - Interior Design Sewing 718510 - Woods 2
718100 - Drafting 1 718430 - Metals 1 712180 - Word Processing Basic
9th Grade Elective - Fine Art
716385 - Adv Ballrm-Boys 717720 - Drama 1 715860 - Jazz Band
716370 - Advanced Dance Company 711250 - Drawing/Painting 715920 - Mixed Chorus
711215 - Art Foundations 717715 - Film History & Apprec 715865 - Percussion
716381 - Ballroom Dance 1-Boys 711510 - Honors Art 1 715984 - Sinfonia
716380 - Ballroom Dance 1-Girls 716360 - Intermediate Dance 1 715980 - Symphony Orchestra
716350 - Beginning Dance 716382 - Intm Ballrm-Boys
715872 - Concert Band 716383 - Intm Ballrm-Girls
9th Grade Electives - Other
716140 - Adv Weight Training 711250 - Drawing/Painting 716020 - Life Time Sports
711215 - Art Foundations 714751 - Fashion Design 716300 - PE Skills-Boys
718020 - Auto 2 714752 - Fashion Strategies 716320 - Run Fitness
716381 - Ballroom Dance 1-Boys 714800 - Foods 1 715105 - Self Paced Algebra 1
716380 - Ballroom Dance 1-Girls 714820 - Foods 2 718585 - Small Engines - M/T
716350 - Beginning Dance 711510 - Honors Art 1 716120 - Swim Team

Alternate Setup Report

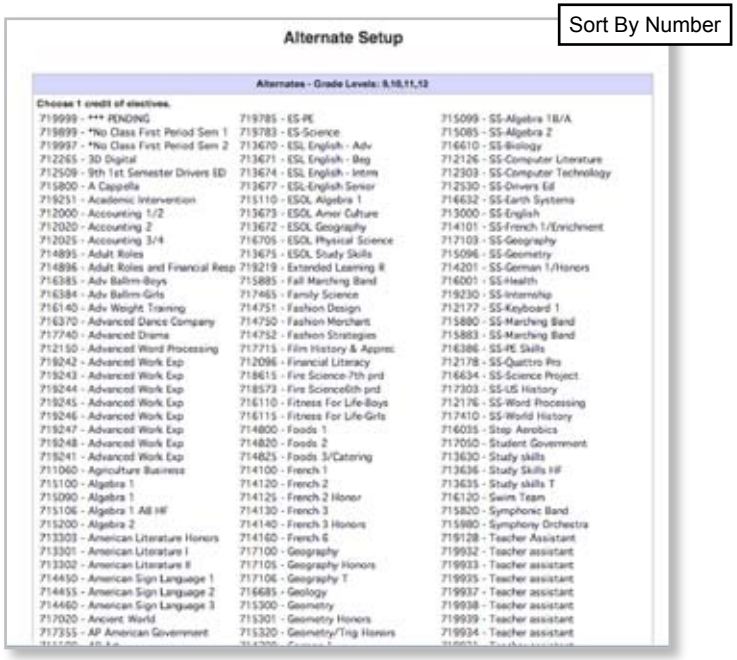
The Alternate Setup Report displays the list of alternate courses either by number or name, as selected.

Select **Request Admin Reports** > **Alternate Setup [Sort By Name or Sort By Number]**

Sort By Name

Alternate Setup
Alternates - Grade Levels: 9,10,11,12
Choose 1 credit of electives.
719999 - *** PENDING
719899 - *No Class First Period Sem 1
719997 - *No Class First Period Sem 2
712265 - 3D Digital
712509 - 9th 1st Semester Drivers ED
715800 - A Cappella
719251 - Academic Intervention
712000 - Accounting 1/2
712020 - Accounting 2
712025 - Accounting 3/4
714895 - Adult Roles
714896 - Adult Roles and Financial Resp
716385 - Adv Ballrm-Boys
716384 - Adv Ballrm-Girls
716140 - Adv Weight Training
716370 - Advanced Dance Company
717740 - Advanced Drama
712150 - Advanced Word Processing
719242 - Advanced Work Exp
719243 - Advanced Work Exp
719244 - Advanced Work Exp
719245 - Advanced Work Exp
719246 - Advanced Work Exp
719247 - Advanced Work Exp
719248 - Advanced Work Exp
719241 - Advanced Work Exp
711060 - Agriculture Business
715100 - Algebra 1
715090 - Algebra 1
715106 - Algebra 1 AB HF
715200 - Algebra 2
713303 - American Literature Honors
713301 - American Literature I
713302 - American Literature II
714450 - American Sign Language 1
714455 - American Sign Language 2
719785 - ES-PE
719783 - ES-Science
713670 - ESL English - Adv
713671 - ESL English - Beg
713674 - ESL English - Intrm
713677 - ESL-English Senior
715110 - ESOL Algebra 1
713673 - ESOL Amer Culture
713672 - ESOL Geography
716705 - ESOL Physical Science
713675 - ESOL Study Skills
719219 - Extended Learning R
715885 - Fall Marching Band
717465 - Family Science
714751 - Fashion Design
714750 - Fashion Merchant
714752 - Fashion Strategies
717715 - Film History & Apprec
712096 - Financial Literacy
718615 - Fire Science-7th prd
718573 - Fire Science6th prd
716110 - Fitness For Life-Boys
716115 - Fitness For Life-Girls
714800 - Foods 1
714820 - Foods 2
714825 - Foods 3/Catering
714100 - French 1
714120 - French 2
714125 - French 2 Honor
714130 - French 3
714140 - French 3 Honors
714160 - French 6
717100 - Geography
717105 - Geography Honors
717106 - Geography T
716685 - Geology
715099 - SS-Algebra 1B/A
715085 - SS-Algebra 2
716610 - SS-Biology
712126 - SS-Computer Literature
712303 - SS-Computer Technology
712530 - SS-Drivers Ed
716632 - SS-Earth Systems
713000 - SS-English
714101 - SS-French 1/Enrichment
717103 - SS-Geography
715096 - SS-Geometry
714201 - SS-German 1/Honors
716001 - SS-Health
719230 - SS-Internship
712177 - SS-Keyboard 1
715880 - SS-Marching Band
715883 - SS-Marching Band
716386 - SS-PE Skills
712178 - SS-Quattro Pro
716634 - SS-Science Project
717303 - SS-US History
712176 - SS-Word Processing
717410 - SS-World History
716035 - Step Aerobics
717050 - Student Government
713630 - Study skills
713636 - Study Skills HF
713635 - Study skills T
716120 - Swim Team
715820 - Symphonic Band
715980 - Symphony Orchestra
719128 - Teacher Assistant
719932 - Teacher assistant
719933 - Teacher assistant
719935 - Teacher assistant
719937 - Teacher assistant

Sort By Number


Alternate Setup
Alternates - Grade Levels: 9,10,11,12
Choose 1 credit of electives.
719999 - *** PENDING
719899 - *No Class First Period Sem 1
719997 - *No Class First Period Sem 2
712265 - 3D Digital
712509 - 9th 1st Semester Drivers ED
715800 - A Cappella
719251 - Academic Intervention
712000 - Accounting 1/2
712020 - Accounting 2
712025 - Accounting 3/4
714895 - Adult Roles
714896 - Adult Roles and Financial Resp
716385 - Adv Ballrm-Boys
716384 - Adv Ballrm-Girls
716140 - Adv Weight Training
716370 - Advanced Dance Company
717740 - Advanced Drama
712150 - Advanced Word Processing
719242 - Advanced Work Exp
719243 - Advanced Work Exp
719244 - Advanced Work Exp
719245 - Advanced Work Exp
719246 - Advanced Work Exp
719247 - Advanced Work Exp
719248 - Advanced Work Exp
719241 - Advanced Work Exp
711060 - Agriculture Business
715100 - Algebra 1
715090 - Algebra 1
715106 - Algebra 1 AB HF
715200 - Algebra 2
713303 - American Literature Honors
713301 - American Literature I
713302 - American Literature II
714450 - American Sign Language 1
714455 - American Sign Language 2
714460 - American Sign Language 3
717020 - Ancient World
717355 - AP American Government
719785 - ES-PE
719783 - ES-Science
713670 - ESL English - Adv
713671 - ESL English - Beg
713674 - ESL English - Intrm
713677 - ESL-English Senior
715110 - ESOL Algebra 1
713673 - ESOL Amer Culture
713672 - ESOL Geography
716705 - ESOL Physical Science
713675 - ESOL Study Skills
719219 - Extended Learning R
715885 - Fall Marching Band
717465 - Family Science
714751 - Fashion Design
714750 - Fashion Merchant
714752 - Fashion Strategies
717715 - Film History & Apprec
712096 - Financial Literacy
718615 - Fire Science-7th prd
718573 - Fire Science6th prd
716110 - Fitness For Life-Boys
716115 - Fitness For Life-Girls
714800 - Foods 1
714820 - Foods 2
714825 - Foods 3/Catering
714100 - French 1
714120 - French 2
714125 - French 2 Honor
714130 - French 3
714140 - French 3 Honors
714160 - French 6
717100 - Geography
717105 - Geography Honors
717106 - Geography T
716685 - Geology
715300 - Geometry
715301 - Geometry Honors
715320 - Geometry/Trig Honors
715099 - SS-Algebra 1B/A
715085 - SS-Algebra 2
716610 - SS-Biology
712126 - SS-Computer Literature
712303 - SS-Computer Technology
712530 - SS-Drivers Ed
716632 - SS-Earth Systems
713000 - SS-English
714101 - SS-French 1/Enrichment
717103 - SS-Geography
715096 - SS-Geometry
714201 - SS-German 1/Honors
716001 - SS-Health
719230 - SS-Internship
712177 - SS-Keyboard 1
715880 - SS-Marching Band
715883 - SS-Marching Band
716386 - SS-PE Skills
712178 - SS-Quattro Pro
716634 - SS-Science Project
717303 - SS-US History
712176 - SS-Word Processing
717410 - SS-World History
716035 - Step Aerobics
717050 - Student Government
713630 - Study skills
713636 - Study Skills HF
713635 - Study skills T
716120 - Swim Team
715820 - Symphonic Band
715980 - Symphony Orchestra
719128 - Teacher Assistant
719932 - Teacher assistant
719933 - Teacher assistant
719935 - Teacher assistant
719937 - Teacher assistant
719938 - Teacher assistant
719939 - Teacher assistant
719934 - Teacher assistant

Special Setup Report

The Special Setup Report displays the list of Special courses either by number or name, as selected. Special courses are any course that is outside the normal requirements, electives and alternate courses available.

Select **Request Admin Reports** > **Special Setup [Sort By Name or Sort By Number]**

ClassChoice
Staff Access
Server Admin
Settings
Email Settings
Request Admin
Settings
Course Groups
Core Setup
Electives Setup
Alternates Setup
Special Setup
Reports
Schedule Admin
Settings
Day Setup
Request Reports
Report
Options
Under and Over Requested Students 4 5 6 7 8 9 10 11 12
Requests by Course
Course Request Tally
Course Group Sort by Name Sort by Number
Core Setup Sort by Name Sort by Number
Elective Setup Sort by Name Sort by Number
Alternate Setup Sort by Name Sort by Number
Special Setup Sort by Name Sort by Number
Prerequisite Courses Sort by Name Sort by Number
Grade Restricted Courses By Course Sort by Name Sort by Number
Grade Restricted Courses By Grade Sort by Name Sort by Number

Sort By Name

Special Setup
9th Grade Special - Grade Levels: 9
719000 - Release Time
10th Grade Special - Grade Levels: 10
719000 - Release Time
11th Grade Special - Grade Levels: 11
719899 - *No Class First Period Sem 1 719997 - *No Class First Period Sem 2 719000 - Release Time
12th Grade Special - Grade Levels: 12
719899 - *No Class First Period Sem 1 719997 - *No Class First Period Sem 2 719000 - Release Time

Sort By Number

Special Setup
9th Grade Special - Grade Levels: 9
719000 - Release Time
10th Grade Special - Grade Levels: 10
719000 - Release Time
11th Grade Special - Grade Levels: 11
719000 - Release Time 719899 - *No Class First Period Sem 1 719997 - *No Class First Period Sem 2
12th Grade Special - Grade Levels: 12
719000 - Release Time 719899 - *No Class First Period Sem 1 719997 - *No Class First Period Sem 2

Prerequisite Courses Report

The Prerequisite Courses Report displays the list of required prerequisites for requested courses. As with the other reports, you may sort these by name or number. Prerequisites must be completed prior to taking the requested course.

Select **Request Admin Reports** > **Prerequisite Courses [Sort By Name or Sort By Number]**

Sort By Name

Courses with Prerequisites

Course	Prerequisites
716344 - Adv Weight Trng Male	716140 - Adv Weight Training 716340 - Weight Training-Boys
711396 - Ceramic Sculpture	711380 - Ceramics 1 711390 - Ceramics 2
711360 - Commercial Photo 2	711340 - Commercial Photo 1
714125 - French 2 Honor	714100 - French 1
714140 - French 3 Honors	714125 - French 2 Honor
714160 - French 6	714155 - AP French 5
716025 - Gpe Fit/basketball	716300 - PE Skills-Boys 716305 - PE Skills-Girls
712310 - Intro to JAVA programming	715200 - Algebra 2
715450 - Pre Calculus Honors	715200 - Algebra 2 715300 - Geometry
712166 - Video Production 2	712165 - TV Broadcasting/Video Producti
718441 - Voc Metals B	718440 - Voc Metals
718581 - Voc Woods B	718580 - Voc Woods

Sort By Number

Courses with Prerequisites

Course	Prerequisites
716344 - Adv Weight Trng Male	716140 - Adv Weight Training 716340 - Weight Training-Boys
711396 - Ceramic Sculpture	711380 - Ceramics 1 711390 - Ceramics 2
711360 - Commercial Photo 2	711340 - Commercial Photo 1
714125 - French 2 Honor	714100 - French 1
714140 - French 3 Honors	714125 - French 2 Honor
714160 - French 6	714155 - AP French 5
716025 - Gpe Fit/basketball	716300 - PE Skills-Boys 716305 - PE Skills-Girls
712310 - Intro to JAVA programming	715200 - Algebra 2
715450 - Pre Calculus Honors	715200 - Algebra 2 715300 - Geometry
712166 - Video Production 2	712165 - TV Broadcasting/Video Producti
718441 - Voc Metals B	718440 - Voc Metals
718581 - Voc Woods B	718580 - Voc Woods

Grade Restricted Courses By Course Report

The Grade Restricted Courses By Course Report displays the list of courses restricted by grade and listed by course name or number, as selected.

Select **Request Admin Reports** > **Grade Restricted Courses By Course [Sort By Name or Sort By Number]**

Sort By Name

Grade Restricted Courses by Course

Course	Grade Levels
719999 - *** PENDING	8
719899 - *No Class First Period Sem 1	9,10,11,12
719997 - *No Class First Period Sem 2	9,10,11,12
712265 - 3D Digital	8
712509 - 9th 1st Semester Drivers ED	8
715800 - A Cappella	11,12
719251 - Academic Intervention	8
712000 - Accounting 1/2	10,11,12
712020 - Accounting 2	8
712025 - Accounting 3/4	11,12
714895 - Adult Roles	11,12
714896 - Adult Roles and Financial Resp	11,12
716385 - Adv Ballrm-Boys	9,10,11,12
716384 - Adv Ballrm-Girls	9,10,11,12
716140 - Adv Weight Training	10,11,12

Sort By Number

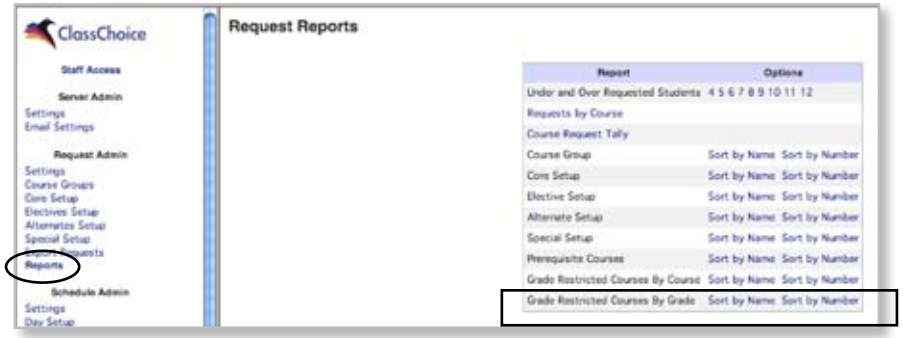
Grade Restricted Courses by Course

Course	Grade Levels
710050 - Moving	8
711060 - Agriculture Business	8
711180 - Art	8
711205 - Visual Arts	8
711215 - Art Foundations	9,10,11,12
711220 - Commercial Art	8
711240 - Drawing 1	8
711250 - Drawing/Painting	10,11,12
711340 - Commercial Photo 1	10,11,12
711360 - Commercial Photo 2	8
711365 - Photography Advanced	8
711380 - Ceramics 1	10,11,12
711390 - Ceramics 2	10,11,12
711396 - Ceramic Sculpture	8
711460 - Yearbook	10,11,12

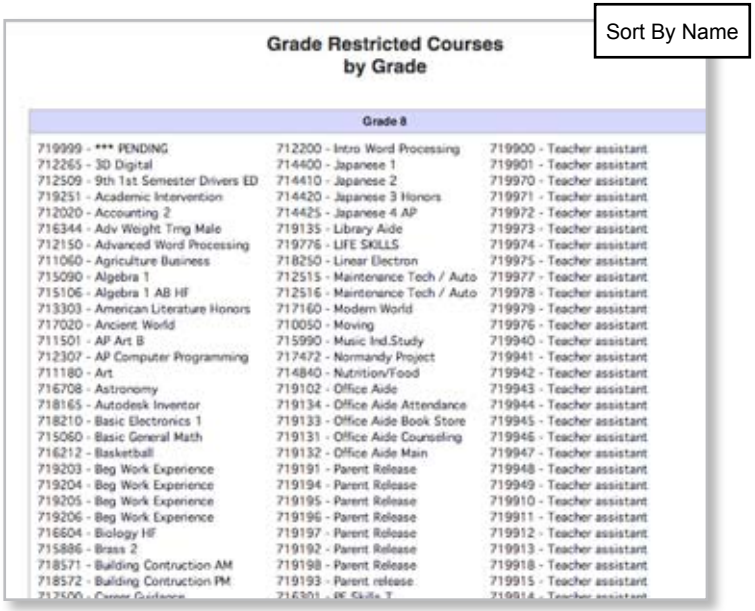
Grade Restricted Courses By Grade Report

The Grade Restricted Courses By Grade Report displays the list of courses restricted by grade and listed by course name or number, as selected. This report groups the courses restricted into grades.

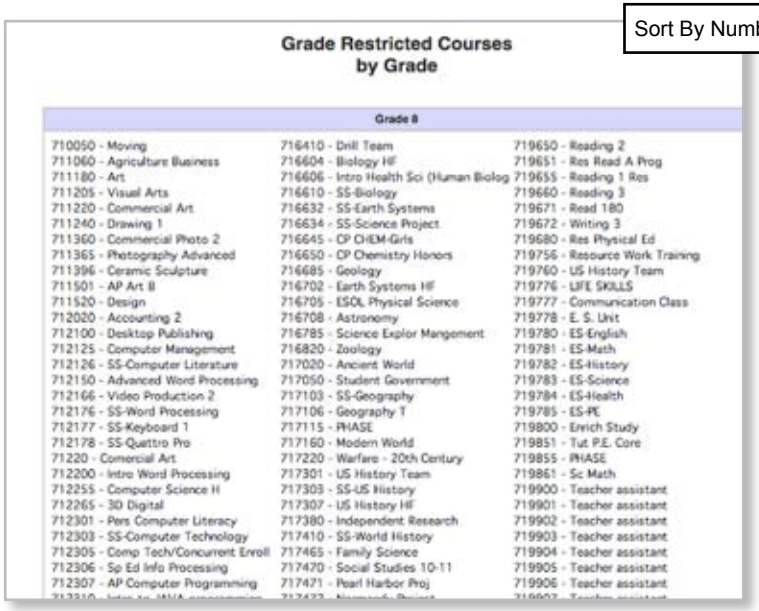
Select **Request Admin Reports** > **Grade Restricted Courses By Course [Sort By Name or Sort By Number]**


ClassChoice
Staff Access
Server Admin
Settings
Email Settings
Request Admin
Settings
Course Groups
Core Setup
Electives Setup
Alternates Setup
Special Setup
Reports
Schedule Admin
Settings
Day Setup
Request Reports
Report
Options
Under and Over Requested Students 4 5 6 7 8 9 10 11 12
Requests by Course
Course Request Tally
Course Group Sort by Name Sort by Number
Core Setup Sort by Name Sort by Number
Elective Setup Sort by Name Sort by Number
Alternate Setup Sort by Name Sort by Number
Special Setup Sort by Name Sort by Number
Prerequisite Courses Sort by Name Sort by Number
Grade Restricted Courses By Course Sort by Name Sort by Number
Grade Restricted Courses By Grade Sort by Name Sort by Number

Sort By Name


Grade Restricted Courses
by Grade
Grade 8
719999 - *** PENDING
712265 - 3D Digital
712509 - 9th 1st Semester Drivers ED
719251 - Academic Intervention
712020 - Accounting 2
716344 - Adv Weight Trng Male
712150 - Advanced Word Processing
711060 - Agriculture Business
715090 - Algebra 1
715106 - Algebra 1 AB HF
713303 - American Literature Honors
717020 - Ancient World
711501 - AP Art B
712307 - AP Computer Programming
711180 - Art
716708 - Astronomy
718165 - Autodesk Inventor
718210 - Basic Electronics 1
715060 - Basic General Math
716212 - Basketball
719203 - Beg Work Experience
719204 - Beg Work Experience
719205 - Beg Work Experience
719206 - Beg Work Experience
716604 - Biology HF
715886 - Brass 2
718571 - Building Contruction AM
718572 - Building Contruction PM
712200 - Intro Word Processing
714400 - Japanese 1
714410 - Japanese 2
714420 - Japanese 3 Honors
714425 - Japanese 4 AP
719135 - Library Aide
719776 - LIFE SKILLS
718250 - Linear Electron
712515 - Maintenance Tech / Auto
712516 - Maintenance Tech / Auto
717160 - Modern World
710050 - Moving
715990 - Music Ind.Study
717472 - Normandy Project
714840 - Nutrition/Food
719102 - Office Aide
719134 - Office Aide Attendance
719133 - Office Aide Book Store
719131 - Office Aide Counseling
719132 - Office Aide Main
719191 - Parent Release
719194 - Parent Release
719195 - Parent Release
719196 - Parent Release
719197 - Parent Release
719192 - Parent Release
719198 - Parent Release
719193 - Parent release
719900 - Teacher assistant
719901 - Teacher assistant
719970 - Teacher assistant
719971 - Teacher assistant
719972 - Teacher assistant
719973 - Teacher assistant
719974 - Teacher assistant
719975 - Teacher assistant
719977 - Teacher assistant
719978 - Teacher assistant
719979 - Teacher assistant
719976 - Teacher assistant
719940 - Teacher assistant
719941 - Teacher assistant
719942 - Teacher assistant
719943 - Teacher assistant
719944 - Teacher assistant
719945 - Teacher assistant
719946 - Teacher assistant
719947 - Teacher assistant
719948 - Teacher assistant
719949 - Teacher assistant
719910 - Teacher assistant
719911 - Teacher assistant
719912 - Teacher assistant
719913 - Teacher assistant
719918 - Teacher assistant
719915 - Teacher assistant

Sort By Number

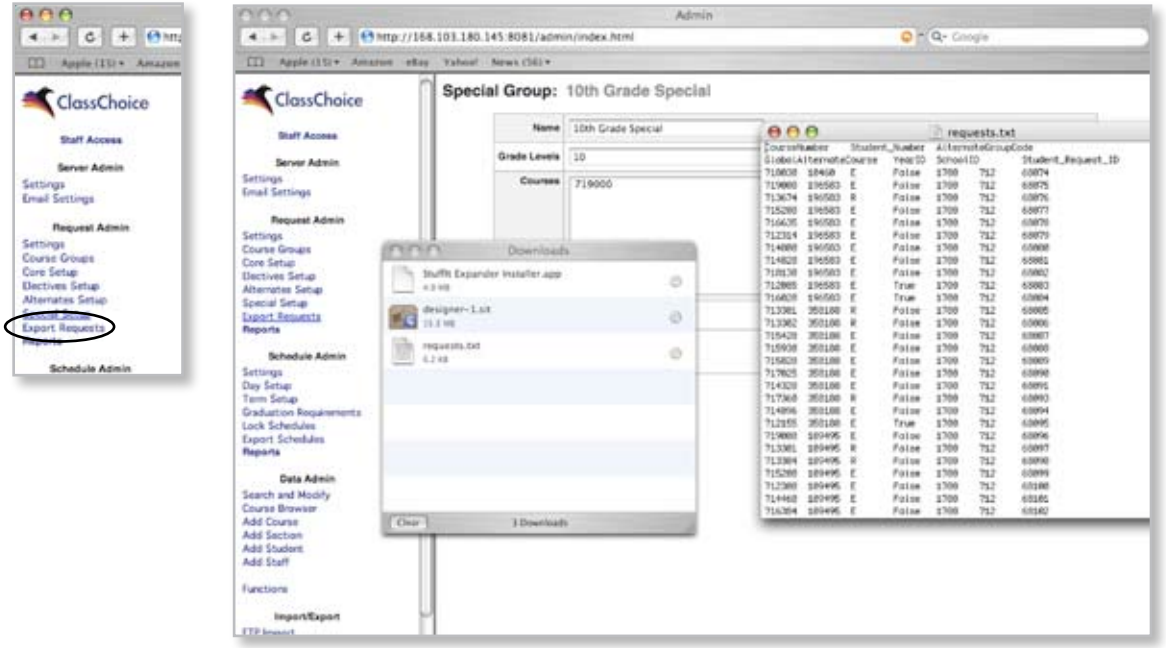

Grade Restricted Courses
by Grade
Grade 8
710050 - Moving
711060 - Agriculture Business
711180 - Art
711205 - Visual Arts
711220 - Commercial Art
711240 - Drawing 1
711360 - Commercial Photo 2
711365 - Photography Advanced
711396 - Ceramic Sculpture
711501 - AP Art B
711520 - Design
712020 - Accounting 2
712100 - Desktop Publishing
712125 - Computer Management
712126 - SS-Computer Literature
712150 - Advanced Word Processing
712166 - Video Production 2
712176 - SS-Word Processing
712177 - SS-Keyboard 1
712178 - SS-Quattro Pro
71220 - Comercial Art
712200 - Intro Word Processing
712255 - Computer Science H
712265 - 3D Digital
712301 - Pers Computer Literacy
712303 - SS-Computer Technology
712305 - Comp Tech/Concurrent Enroll
712306 - Sp Ed Info Processing
712307 - AP Computer Programming
716410 - Drill Team
716604 - Biology HF
716606 - Intro Health Sci (Human Biolog
716610 - SS-Biology
716632 - SS-Earth Systems
716634 - SS-Science Project
716645 - CP CHEM-Girls
716650 - CP Chemistry Honors
716685 - Geology
716702 - Earth Systems HF
716705 - ESOL Physical Science
716708 - Astronomy
716785 - Science Explor Mangement
716820 - Zoology
717020 - Ancient World
717050 - Student Government
717103 - SS-Geography
717106 - Geography T
717115 - PHASE
717160 - Modern World
717220 - Warfare - 20th Century
717301 - US History Team
717303 - SS-US History
717307 - US History HF
717380 - Independent Research
717410 - SS-World History
717465 - Family Science
717470 - Social Studies 10-11
717471 - Pearl Harbor Proj
719650 - Reading 2
719651 - Res Read A Prog
719655 - Reading 1 Res
719660 - Reading 3
719671 - Read 180
719672 - Writing 3
719680 - Res Physical Ed
719756 - Resource Work Training
719760 - US History Team
719776 - LIFE SKILLS
719777 - Communication Class
719778 - E. S. Unit
719780 - ES-English
719781 - ES-Math
719782 - ES-History
719783 - ES-Science
719784 - ES-Health
719785 - ES-PE
719800 - Enrich Study
719851 - Tut P.E. Core
719855 - PHASE
719861 - Sc Math
719900 - Teacher assistant
719901 - Teacher assistant
719902 - Teacher assistant
719903 - Teacher assistant
719904 - Teacher assistant
719905 - Teacher assistant
719906 - Teacher assistant

Export Requests

Requests may be exported to a tab delimited file that can be opened in Excel or some other spreadsheet software or imported into the Student Information System (SIS).

Export Request

Select **Request Admin** **Export Request** from the navigation menu on the left hand side of the page.



The report will immediately export to a tab delimited file and be saved on your hard drive.

Chapter 7: Using ClassChoice for Scheduling

Overview

The primary function of ClassChoice is to allow students to register and create their own schedule. Schedule Admin is used to configure the information needed for schedule creation. The options to define graduation requirements and sets are found in the Schedule Admin section. Graduation Requirements are covered in **Chapter 4: Identifying Graduation Requirements.**

Schedule Admin provides the following features:

SETTINGS	Turns features on and off. Setup for Scheduling settings will be discussed in this chapter.
DAY SETUP	Day setup must be configured prior to importing schedule information from the SIS. Day and Term setup are described as part of “Prepare to Import a Master Schedule.” Modifying or deleting Day and Term information is described after the “Import a Master Schedule” instructions.
TERM SETUP	Term setup must be configured prior to importing schedule information from the SIS. Day and Term setup are described as part of “Prepare to Import a Master Schedule.” Modifying or deleting Day and Term information is described after the “Import a Master Schedule” instructions.
LOCK SCHEDULES	Lock and unlock schedules. Locking schedules prevents any changes to be made by the students to existing schedules while they are in a locked condition.
EXPORT SCHEDULES	Export schedules to a tab delimited file.

If you currently have a master schedule that needs to be imported, this is the next step in setting up ClassChoice. Please follow the next steps in order to import your master schedule.

If you are using requesting and/or there is no master schedule to import, you may skip the section on importing a master schedule.

Import Current Master Schedule

ClassChoice provides a way to import your master schedule from the SIS.

In order to import your master schedule information, you must setup specific information in ClassChoice prior to import. Refer to “Prepare to Import a Master Schedule” and the related sections after that in this chapter to setup ClassChoice and import your current master schedule.

If you are using Requesting and have not begun to schedule classes yet, you will not need to import a master schedule because there will not be one.

Prepare to Import a Master Schedule

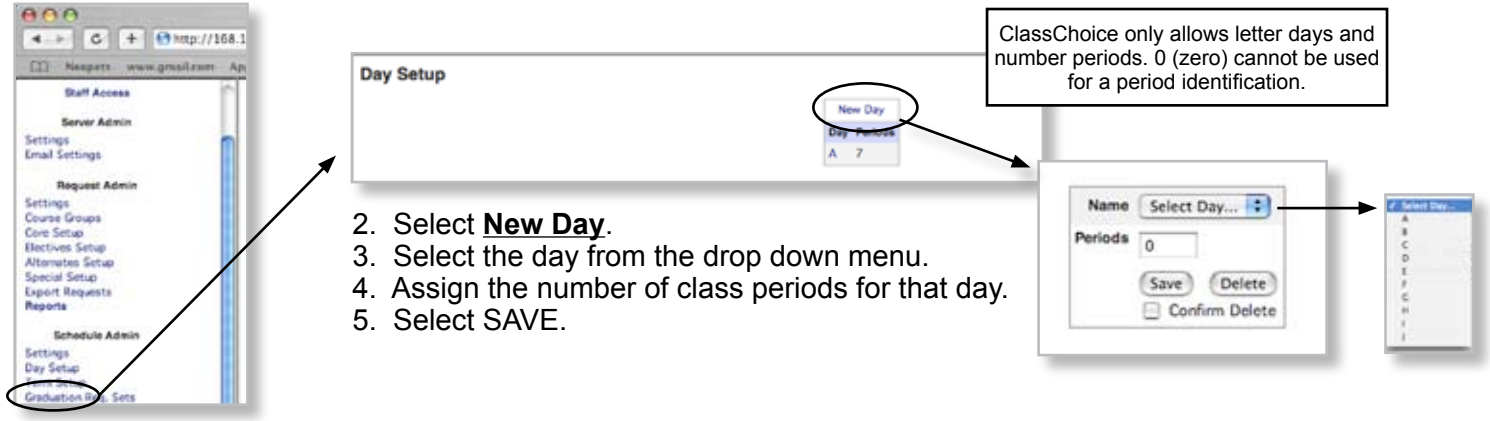
Before a Master Schedule can be imported, day and terms must be configured properly.

NOTE: Days and Terms MUST be setup prior to importing a master schedule.

Day Setup

ClassChoice allows you to define how many class periods are in a day. Up to 10 different day settings are allowed. You define the different daily class periods that occur on any given day.

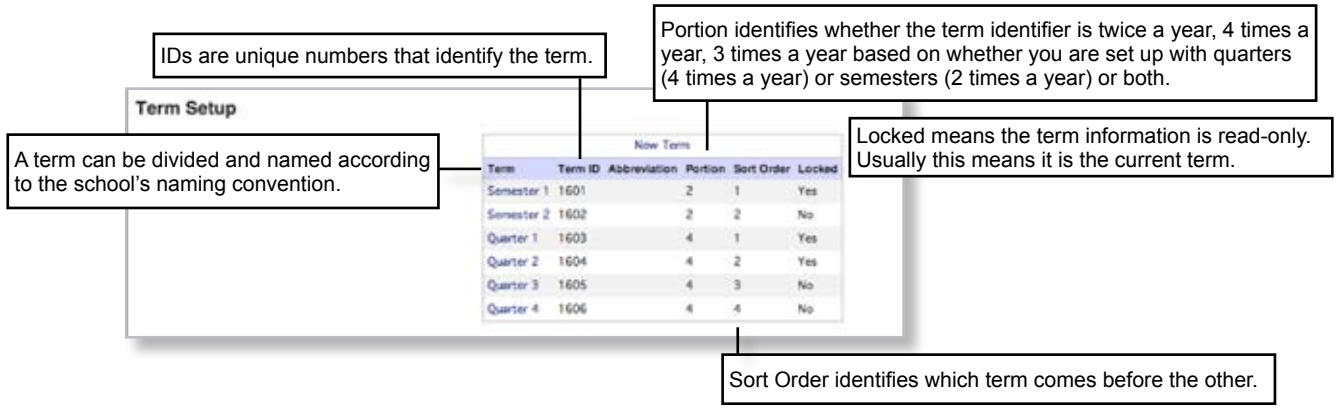
1. Select **Schedule Admin Day Setup** to display the current day setup.



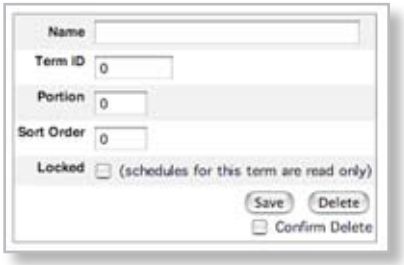
2. Select **New Day**.
3. Select the day from the drop down menu.
4. Assign the number of class periods for that day.
5. Select SAVE.

Term Setup

There are a number of ways for schools to setup their terms. ClassChoice provides you the opportunity to identify your term setup in quarters, semesters or whatever term value you use for the way the school year is organized and grading occurs.


IDs are unique numbers that identify the term.
Portion identifies whether the term identifier is twice a year, 4 times a year, 3 times a year based on whether you are set up with quarters (4 times a year) or semesters (2 times a year) or both.
Term Setup
A term can be divided and named according to the school's naming convention.
Locked means the term information is read-only. Usually this means it is the current term.
New Term
Term | Term ID | Abbreviation | Portion | Sort Order | Locked
Semester 1 | 1601 | | 2 | 1 | Yes
Semester 2 | 1602 | | 2 | 2 | No
Quarter 1 | 1603 | | 4 | 1 | Yes
Quarter 2 | 1604 | | 4 | 2 | Yes
Quarter 3 | 1605 | | 4 | 3 | No
Quarter 4 | 1606 | | 4 | 4 | No
Sort Order identifies which term comes before the other.

1. Select **Schedule Admin Term Setup**.
2. Select **New Term**.



3. Enter the Term Name, ID, Portion, Sort Order and select whether the term information should be locked (read-only).
4. Select SAVE.

Import Your Master Schedule

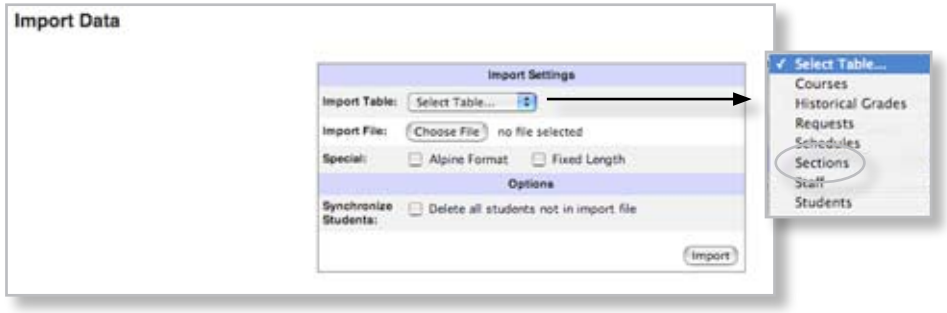
Once your server settings, day and term are defined, you can now import your SIS schedule data. The student and course information should have been imported during initial setup.

The exported SIS tab delimited files (tables) should be saved to the FTP location before import.

The Sections file exported from the SIS must contain (in this order):

Column Title	PS Field	Length	Required	Notes
Course_Number	Course_Number	11	Yes	
Section_Number	Section_Number	10	Yes	
Teacher	Teacher	10	Yes	Teacher ID number.
LastFirst	LastFirst	40	Yes	Teacher's Last and First name. The title need only contain "LastFirst"
Expression	Expression	20	Yes	
TermID	TermID	10	Yes	
MaxEnrollment	MaxEnrollment	10	Yes	
Room	Room	10	No	

1. Select **Import/Export Local Import**.
2. Select Sections from the drop down menu.
3. Select **CHOOSE FILE**. Browse to the file that contains the information shown above and select the file.
4. Special and Synchronize Students options should already have been selected during initial setup.
5. Select IMPORT.



Import Your Student Schedules

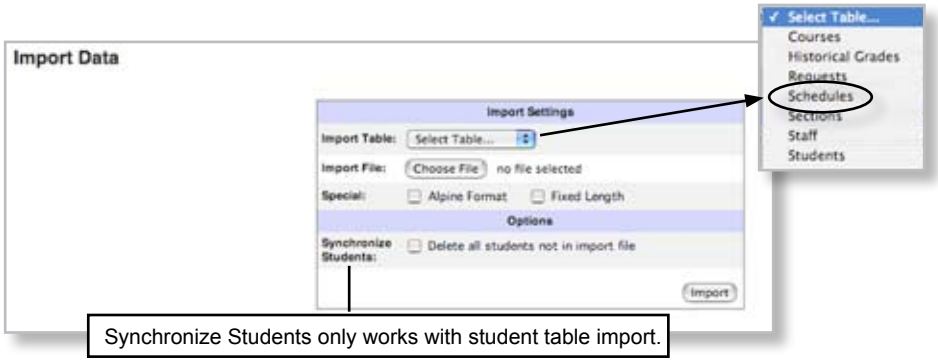
Once your server settings, day and term are defined, you can now import your SIS schedule data. The student and course information should have been imported during initial setup.

The exported SIS tab delimited files (tables) should be saved to the FTP location before import.

The Schedules file exported from the SIS must contain (in this order):

Column Title	PS Field	Length	Required	Notes
Student_Number	[Students]student_number	10	Yes	
Course_Number	[Courses]Course_Number	11	Yes	
Section_Number	[Sections]Section_Number	10	Yes	
Locked	Locked - (custom field)	1	No	Enter Y to lock enrollment.

1. Select **Import/Export Local Import**.
2. Select Schedules from the drop down menu.
3. Select **CHOOSE FILE**. Browse to the file location and select the file.
4. Special and Synchronize Students options should already have been selected during initial setup. If you wish to change these selections at this time.
5. Select IMPORT.

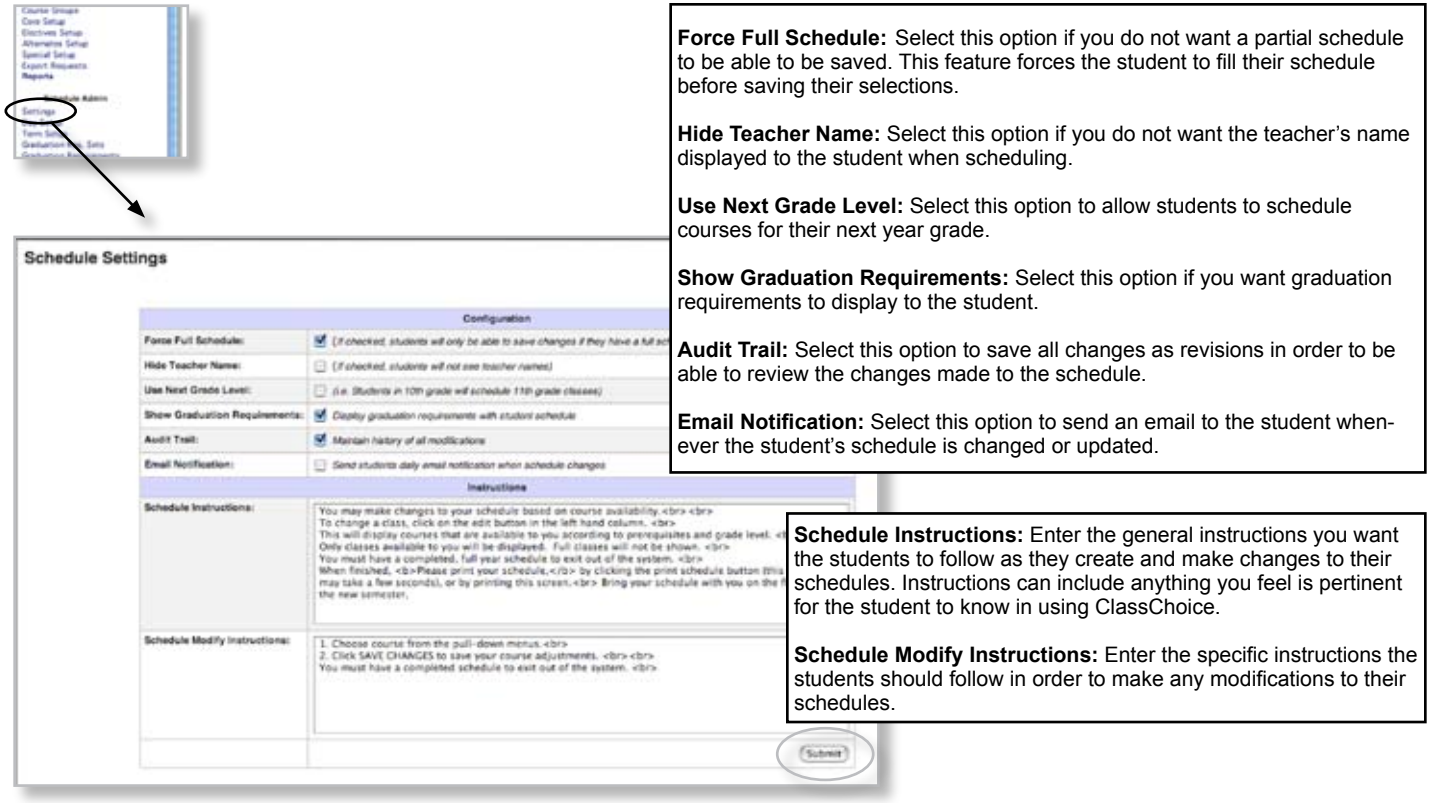


Schedule Settings

Schedule Settings turns scheduling features on and off.

Setup Schedule Settings

1. Select **Schedule Admin Settings**.



Force Full Schedule: Select this option if you do not want a partial schedule to be able to be saved. This feature forces the student to fill their schedule before saving their selections.

Hide Teacher Name: Select this option if you do not want the teacher's name displayed to the student when scheduling.

Use Next Grade Level: Select this option to allow students to schedule courses for their next year grade.

Show Graduation Requirements: Select this option if you want graduation requirements to display to the student.

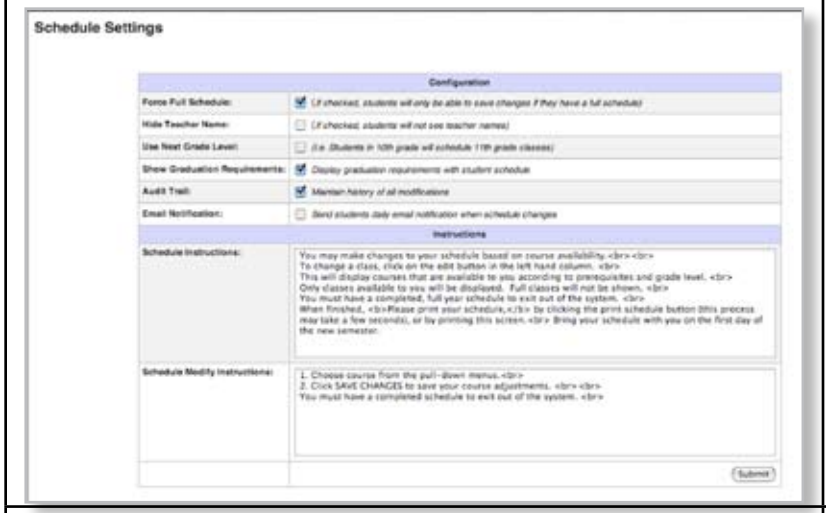
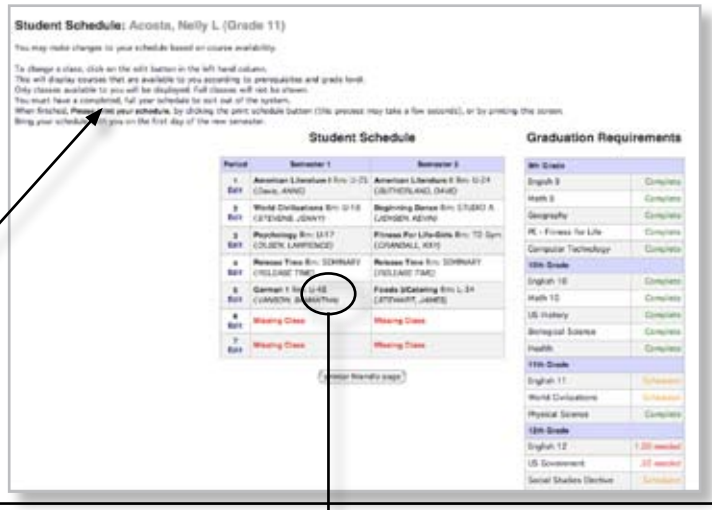
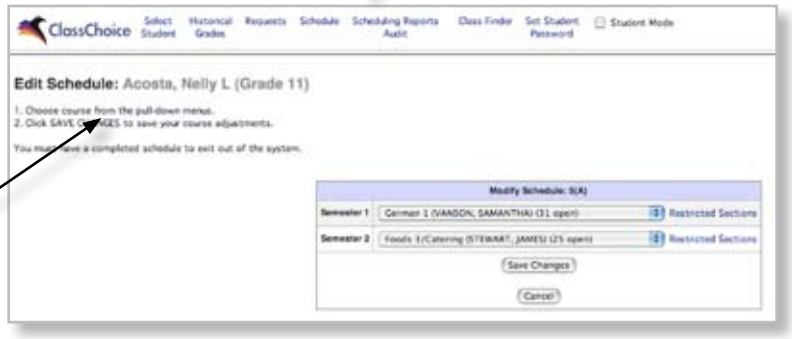
Audit Trail: Select this option to save all changes as revisions in order to be able to review the changes made to the schedule.

Email Notification: Select this option to send an email to the student whenever the student's schedule is changed or updated.

Schedule Instructions: Enter the general instructions you want the students to follow as they create and make changes to their schedules. Instructions can include anything you feel is pertinent for the student to know in using ClassChoice.

Schedule Modify Instructions: Enter the specific instructions the students should follow in order to make any modifications to their schedules.

2. Select the settings and enter the instructions to the students creating or modifying a schedule.
3. Select SUBMIT.

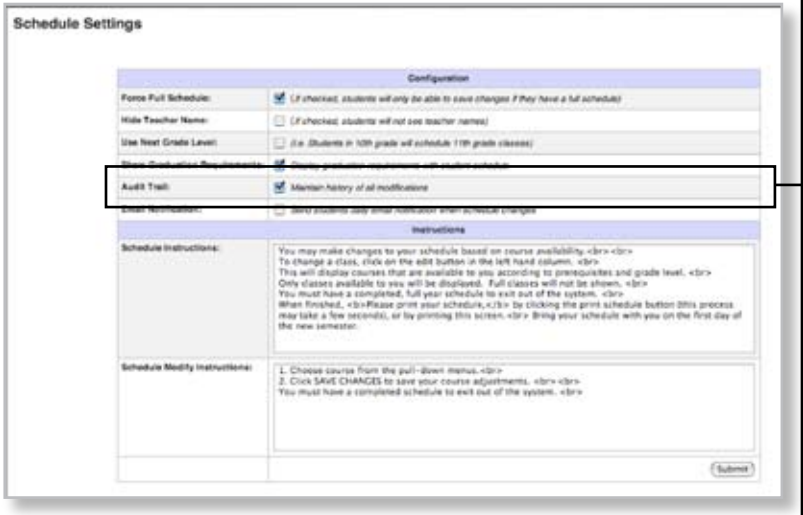
Schedule Admin Configuration	What Student Sees
	
	

Once a student has created their schedule, an EDIT link displays on the left hand side of the schedule (see schedule - upper right).

To modify a student's schedule, select the EDIT link.

Modify instructions configured in **Schedule Admin Settings** Schedule Modify Instructions display on the edit page.

Chapter 7: Using ClassChoice for Scheduling

Schedule Admin Configuration	What Staff Sees
	

Activating Audit Trail allows staff and admin access to reports that show the number of changes made by the student.

The Audit Trail can be viewed by staff and administrators using the staff login.

1. Login with your staff login.
2. Select the student.
3. Select **Audit Trail**.

Lock Schedules

Lock Schedules is the administrative function that allows you to control when “Open Enrollment” or “Open Request” time periods occur by allowing you to lock all schedules and unlock all schedules.

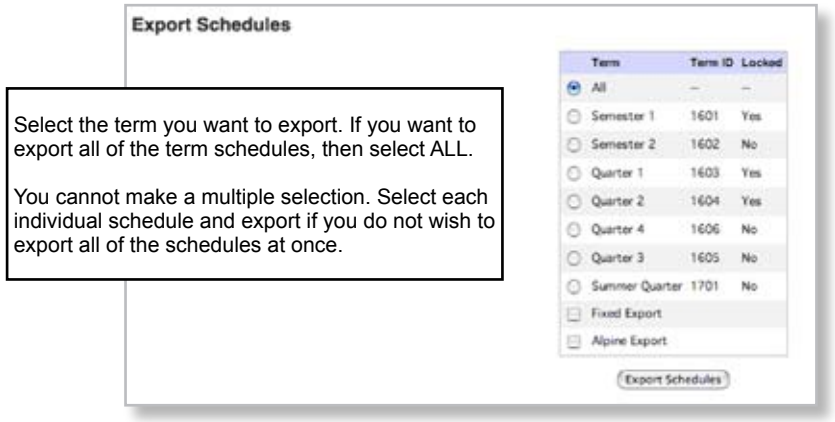
To Lock or Unlock Schedules

1. Select **Schedule Admin Lock Schedules**.

2. Activate the lock or unlock radio button.
3. Select **APPLY LOCK**. The page will refresh and the radio buttons will clear.

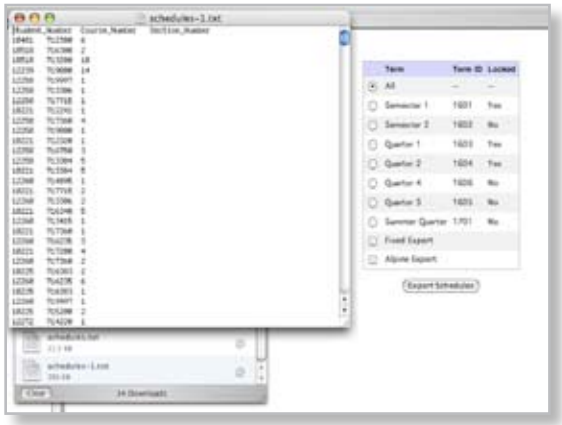
Export Schedules

Export Schedules* allows you to export the schedules that are completed or partially completed for the selected term.


Export Schedules
Select the term you want to export. If you want to export all of the term schedules, then select ALL.
You cannot make a multiple selection. Select each individual schedule and export if you do not wish to export all of the schedules at once.
Term
Term ID
Locked
All
Semester 1 1601 Yes
Semester 2 1602 No
Quarter 1 1603 Yes
Quarter 2 1604 Yes
Quarter 4 1606 No
Quarter 3 1605 No
Summer Quarter 1701 No
Fixed Export
Alpine Export
Export Schedules

Export a Schedule

1. Select **Schedule Admin** **Export Schedules**.
2. Select the radio button for the term you want to export (see above).
3. Select **EXPORT SCHEDULES**.



The schedules will export to a tab delimited text file.

Chapter 8: Using ClassChoice as a Staff Member

Overview

Staff members can be given permissions to schedule students, login as a student or staff member to schedule, search for a class, view schedules and historical grades and create reports.

This chapter covers the following staff member responsibilities:

- How to view historical grades.
- How to view a student's requests.
- How to find a class or view course information.
- How to schedule a student.
- How to view a student schedule.
- How to view the audit trail.
- How to create schedule reports.

Staff access can be gained in a couple of ways. You can, of course, login with your staff ID and password from the initial login screen, or if you are already logged in as an administrator, you may select the Staff Access link at the top of the left navigation menu.

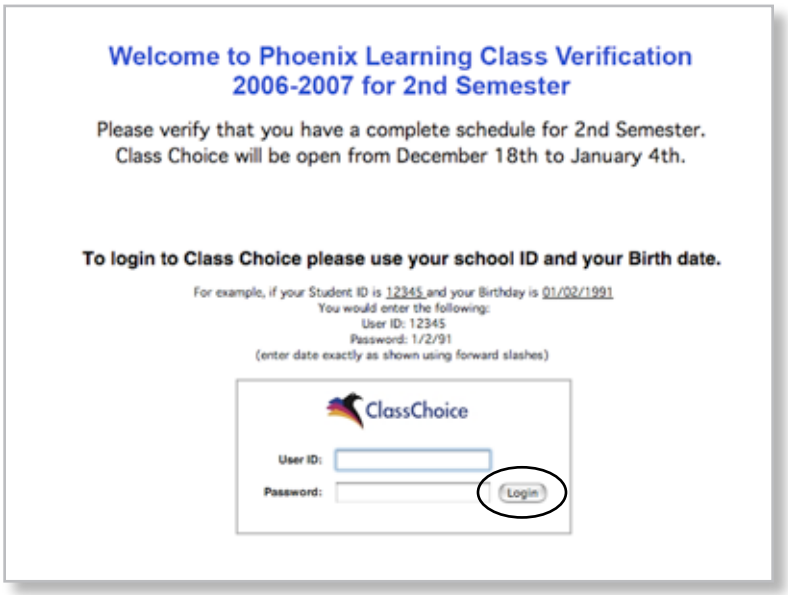
Welcome to Phoenix Learning Class Verification
2006-2007 for 2nd Semester
Please verify that you have a complete schedule for 2nd Semester.
Class Choice will be open from December 18th to January 4th.
To login to Class Choice please use your school ID and your Birth date.
ClassChoice

Chapter 8: Using ClassChoice as a Staff Member

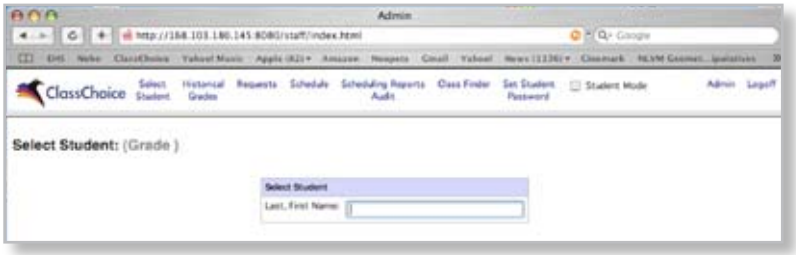
Login as a Staff Member

To login as a staff member, the administrator must have imported or setup the staff member login. If unsure what your login is, please check with your ClassChoice administrator.

1. Enter the ClassChoice address into your browser window.


Welcome to Phoenix Learning Class Verification
2006-2007 for 2nd Semester
Please verify that you have a complete schedule for 2nd Semester.
Class Choice will be open from December 18th to January 4th.
To login to Class Choice please use your school ID and your Birth date.
For example, if your Student ID is 12345 and your Birthday is 01/02/1991
You would enter the following:
User ID: 12345
Password: 1/2/91
(enter date exactly as shown using forward slashes)
ClassChoice
User ID:
Password:
Login

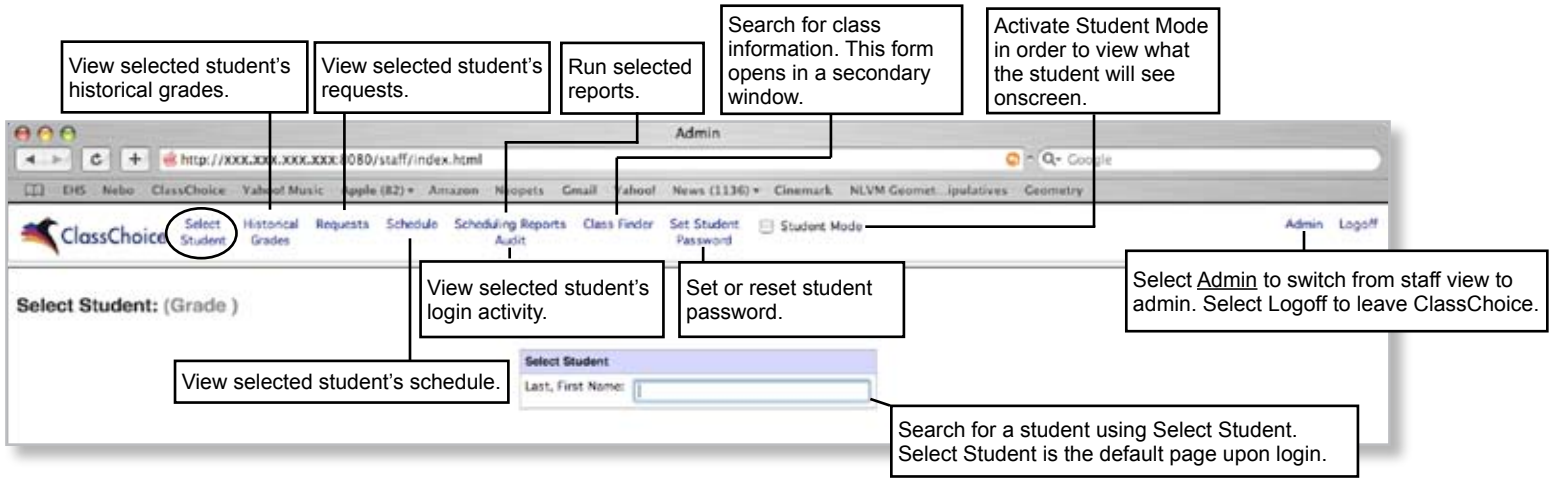
2. Enter your User ID and Password.
3. Select **LOGIN**.



ClassChoice: Administration

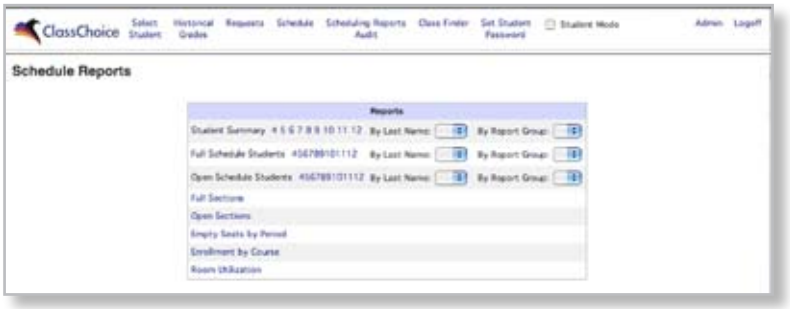
Functions Available to Staff

Initial login brings you to the Select Student screen.


View selected student's historical grades.
View selected student's requests.
Run selected reports.
Search for class information. This form opens in a secondary window.
Activate Student Mode in order to view what the student will see onscreen.
Admin
ClassChoice
Select Student
Historical Grades
Requests
Schedule
Scheduling Reports
Audit
Class Finder
Set Student Password
Student Mode
Admin
Logoff
Select Student: (Grade)
View selected student's login activity.
Set or reset student password.
Select Admin to switch from staff view to admin. Select Logoff to leave ClassChoice.
View selected student's schedule.
Select Student
Last, First Name:
Search for a student using Select Student. Select Student is the default page upon login.

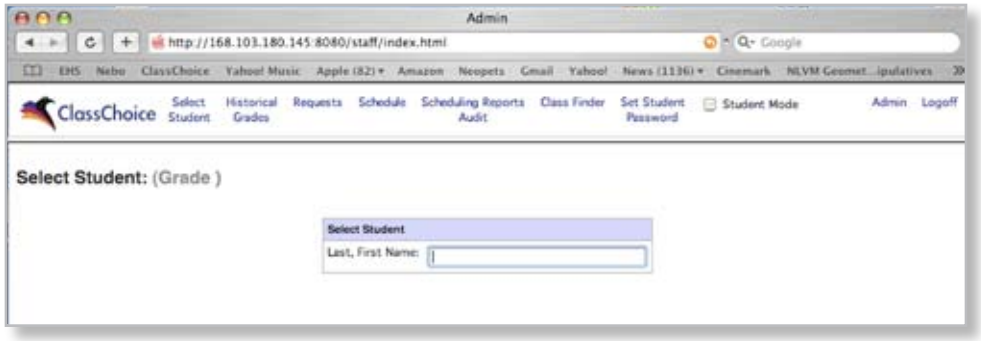
Scheduling Reports Available

- Student Summary by grade, name or group
- Full Schedule Students list
- Open Schedule Students list
- Full Sections list
- Open Sections list
- Empty Seats by Period list
- Enrollment list by course
- Room Utilization list

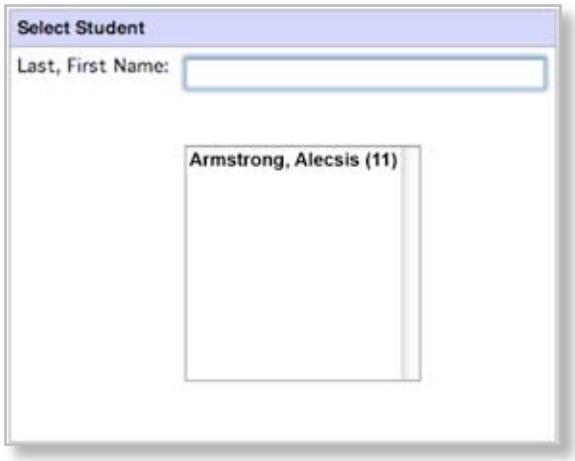


Select Student

In order to make any changes to a schedule or create a schedule, you must find and select the student in the database. Select Student is the default screen when entering the staff access pages. If you are on another screen, select the **Select Student** link in the upper left hand corner of the screen.



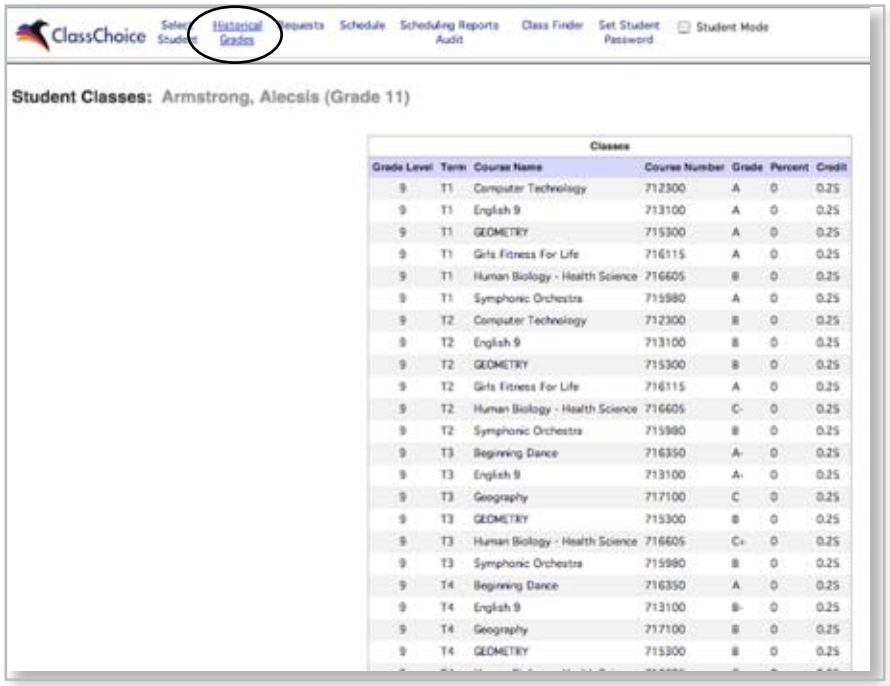
Enter the last, then first name of the student. Names are not case sensitive. Once the student name is typed in, you may be provided with student name options.



Select the name of choice if there is more than one student name listed. Once the student name is selected, the student historical grades will display.

Historical Grades

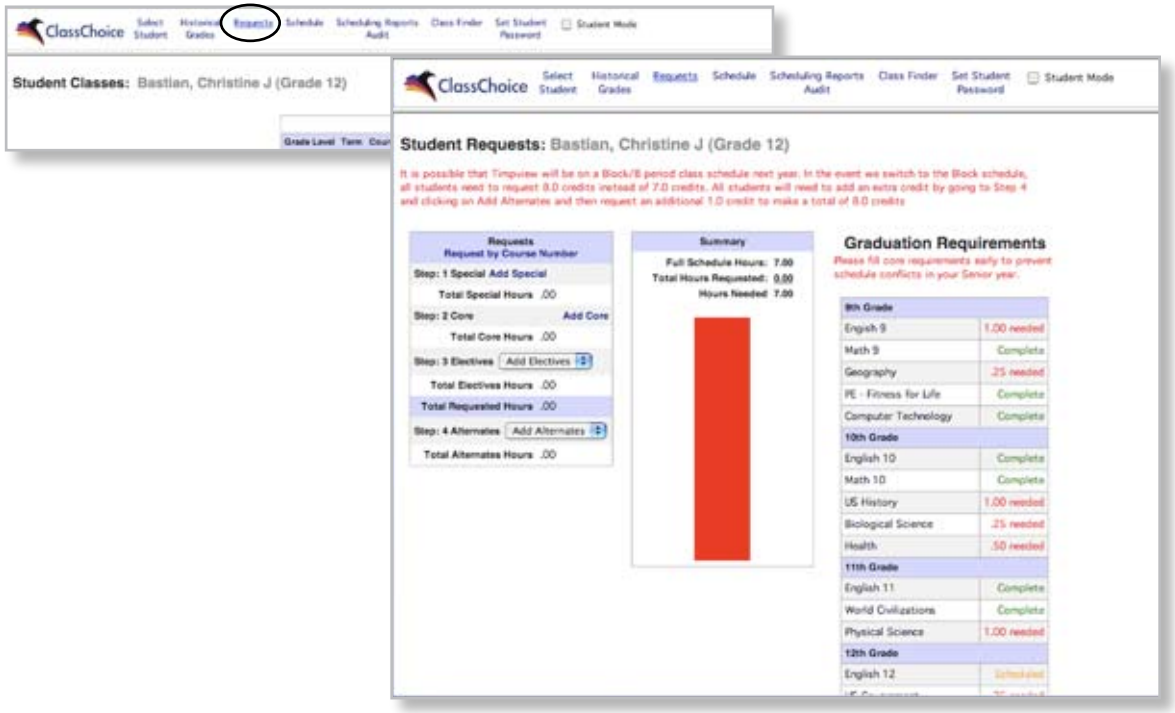
Historical Grades is the default screen when selecting a student. You can return to this view by selecting the Historical Grades link.


ClassChoice
Historical Grades
Schedule
Scheduling Reports
Audit
Class Finder
Set Student Password
Student Mode
Student Classes: Armstrong, Alecsis (Grade 11)
Classes
Grade Level | Term | Course Name | Course Number | Grade | Percent | Credit
9 T1 Computer Technology 712300 A 0 0.25
9 T1 English 9 713100 A 0 0.25
9 T1 GEOMETRY 715300 A 0 0.25
9 T1 Girls Fitness For Life 716115 A 0 0.25
9 T1 Human Biology - Health Science 716605 B 0 0.25
9 T1 Symphonic Orchestra 715980 A 0 0.25
9 T2 Computer Technology 712300 B 0 0.25
9 T2 English 9 713100 B 0 0.25
9 T2 GEOMETRY 715300 B 0 0.25
9 T2 Girls Fitness For Life 716115 A 0 0.25
9 T2 Human Biology - Health Science 716605 C- 0 0.25
9 T2 Symphonic Orchestra 715980 B 0 0.25
9 T3 Beginning Dance 716350 A- 0 0.25
9 T3 English 9 713100 A- 0 0.25
9 T3 Geography 717100 C 0 0.25
9 T3 GEOMETRY 715300 B 0 0.25
9 T3 Human Biology - Health Science 716605 C+ 0 0.25
9 T3 Symphonic Orchestra 715980 B 0 0.25
9 T4 Beginning Dance 716350 A 0 0.25
9 T4 English 9 713100 B- 0 0.25
9 T4 Geography 717100 B 0 0.25
9 T4 GEOMETRY 715300 B 0 0.25

Historical grades may be viewed or printed out.

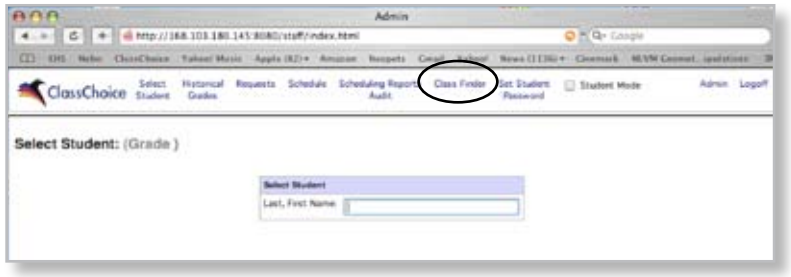
View a Student's Requests

After login and selecting a student, select **Requests** in the navigation menu.

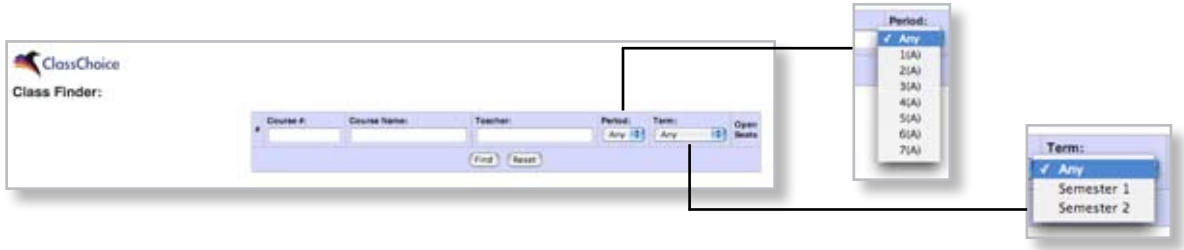


Find a Class

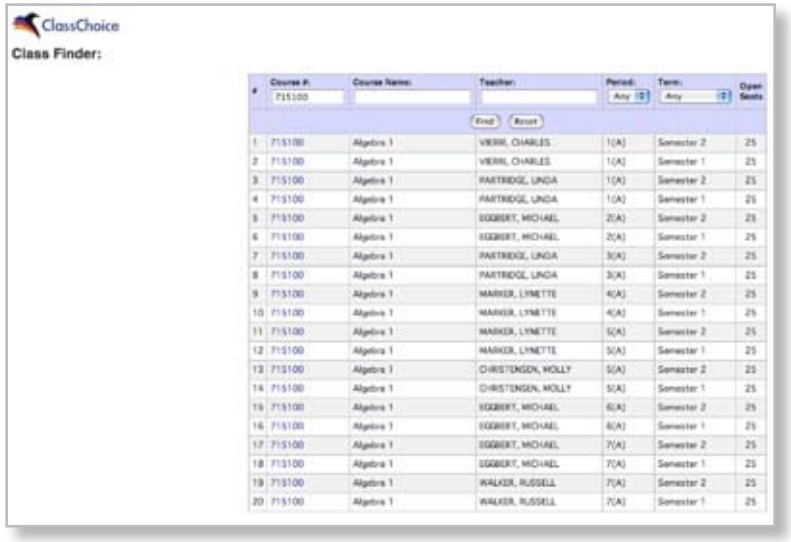
1. Login as a staff member.



2. Select Class Finder.



3. Enter as much information as you can in the fields available. Select the period and semester, if desired.

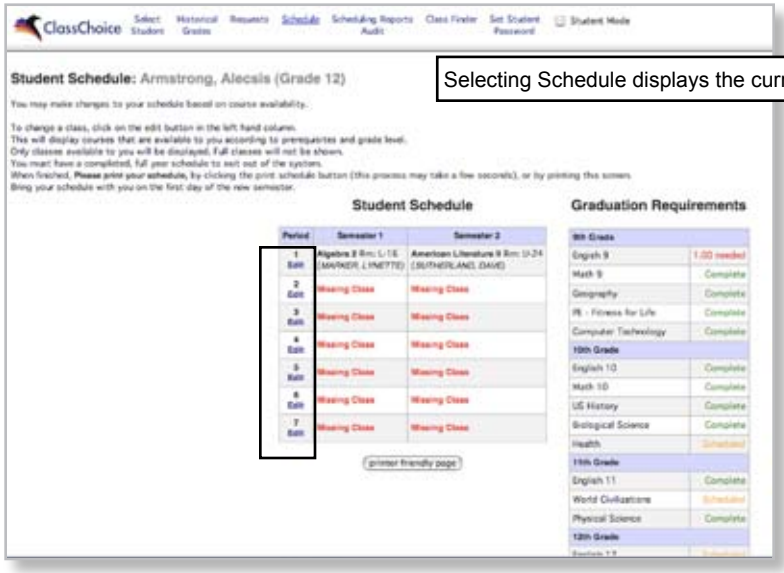


Schedule a Student

ClassChoice uses extensive filters to allow only the courses available to the student to display in the drop down selections of the Student Schedule.

To Schedule a Student or Change the Student's Schedule

1. After login and selecting a student, select **Schedule.**

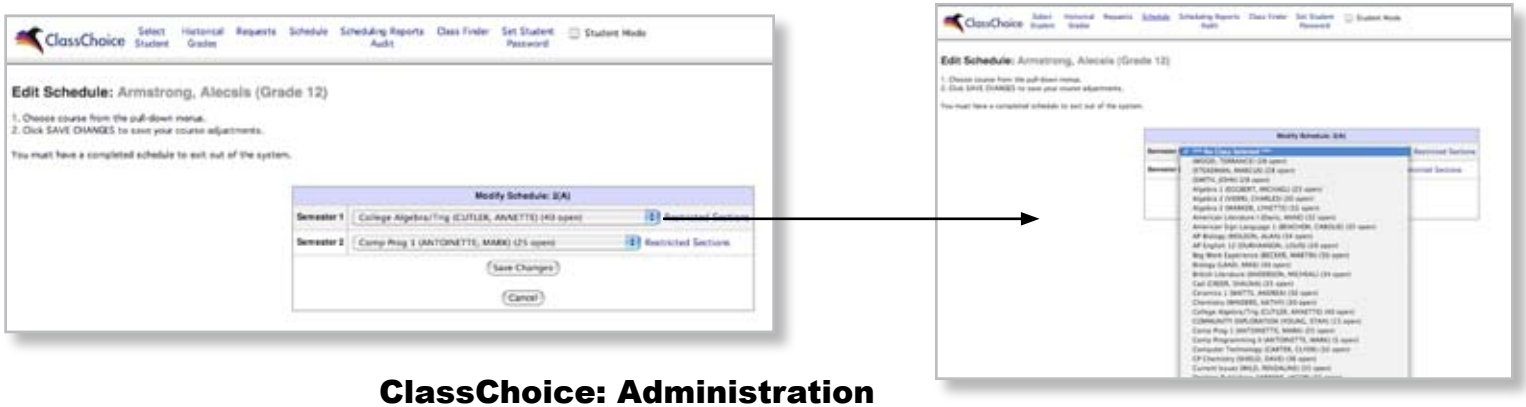


Selecting Schedule displays the current list of courses scheduled for the selected student.

In this example, the Graduation Requirements are displayed.

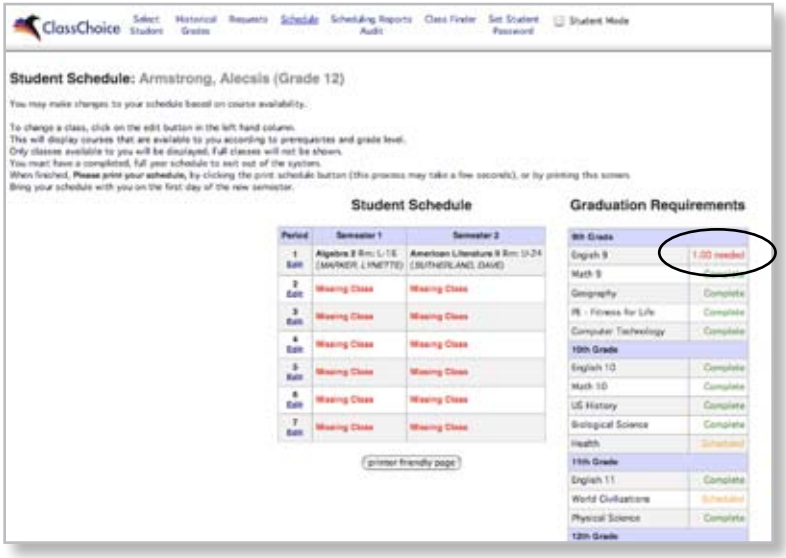
Graduation Requirement Sets may be created and graduation requirements defined. This information enables the system to record and display whether the course is still needed, already scheduled or completed.

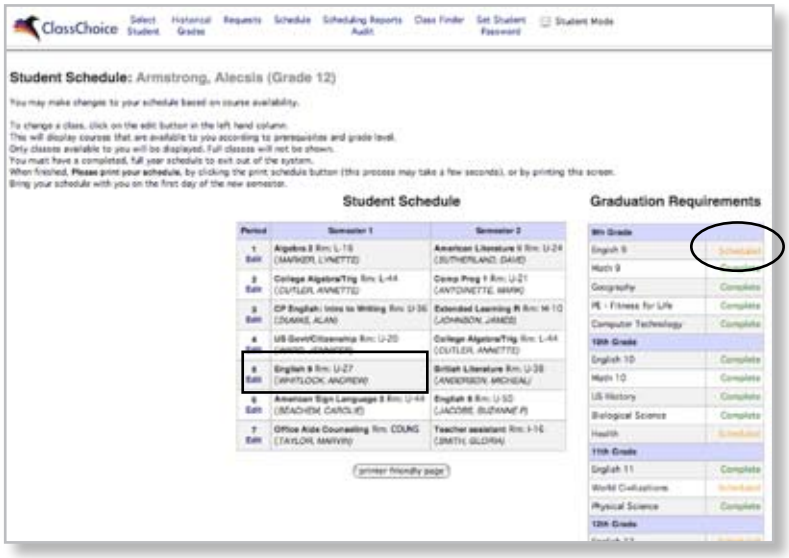
2. Select **Edit** in the Period column to edit the associated semesters.



3. Select from the drop down link next to the semester in order to add or change a course selection. The courses displayed will be the only courses available to this student during that time period.
4. Select SAVE CHANGES when courses are selected. If a course may not be scheduled during that time period, a warning will display explaining why you may not schedule that course at that time.

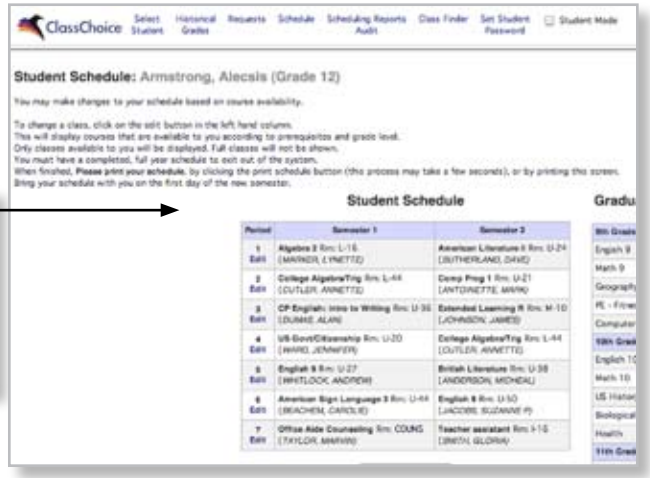
When a course is scheduled or completed, the status will change appropriately as shown below.





View a Student Schedule

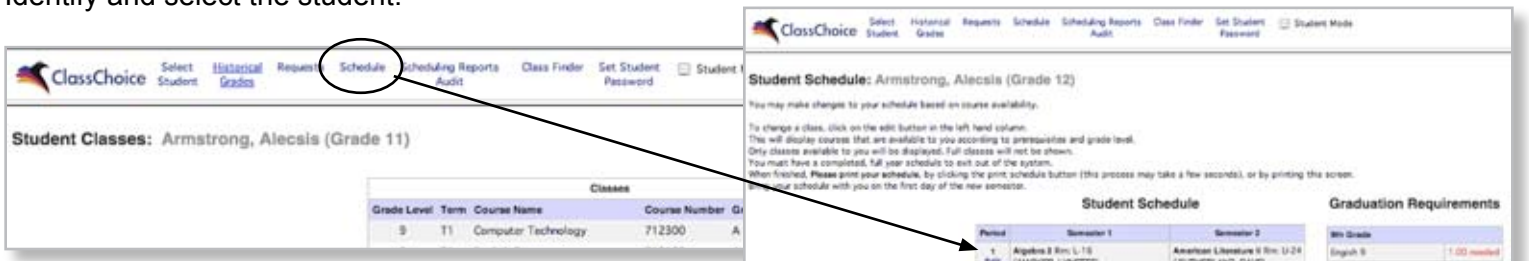
1. Login as a staff member.
2. Identify and select the student.

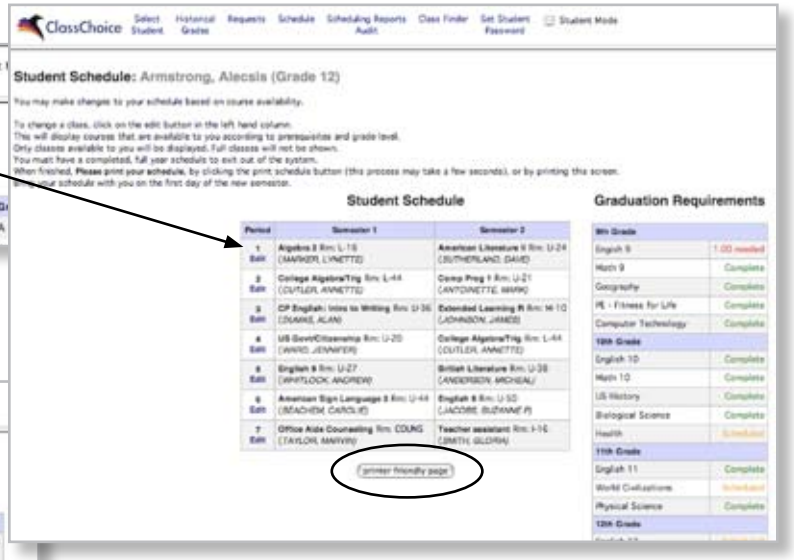


3. Select **Schedule**.

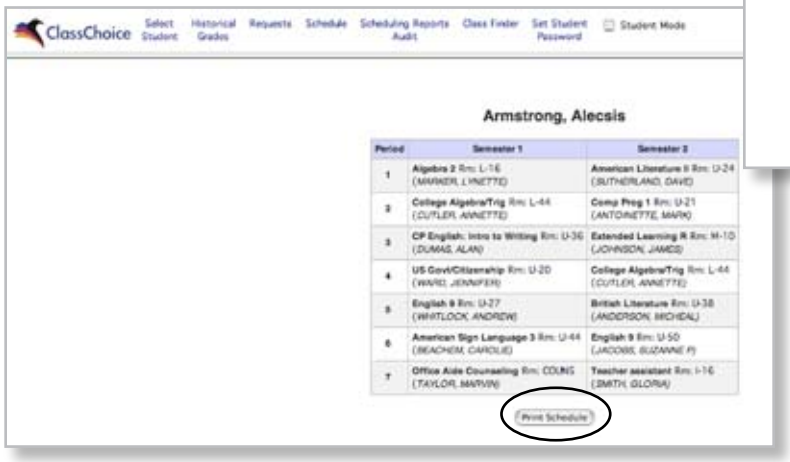
View and Print Student Schedule Information

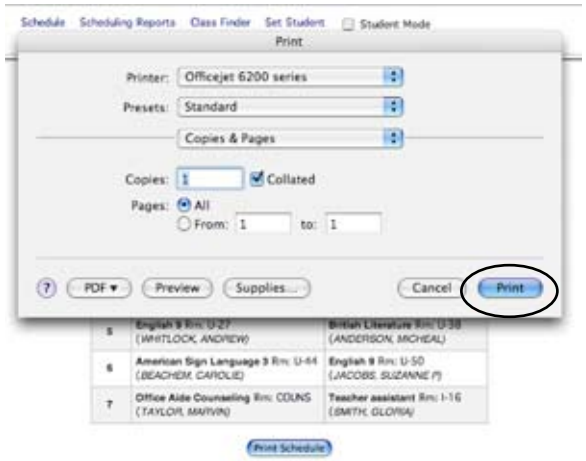
1. Login as a staff member.
2. Identify and select the student.





3. Select **Schedule**.
4. Select PRINTER FRIENDLY PAGE.



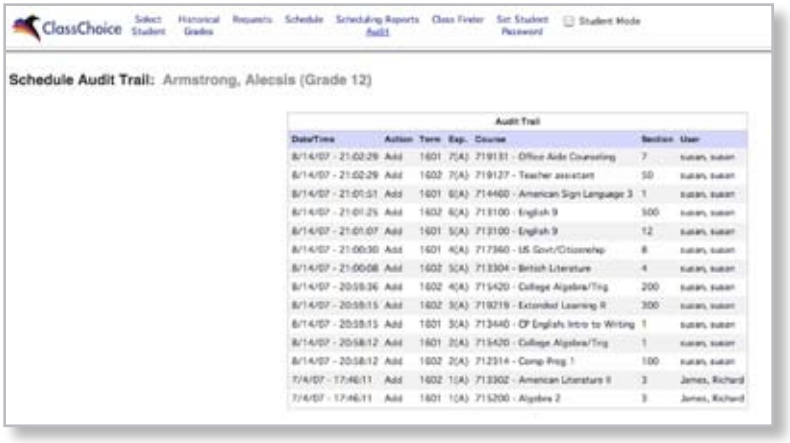


5. Select PRINT SCHEDULE.
6. Select the printer. Select PRINT.

View and Print the Audit Trail

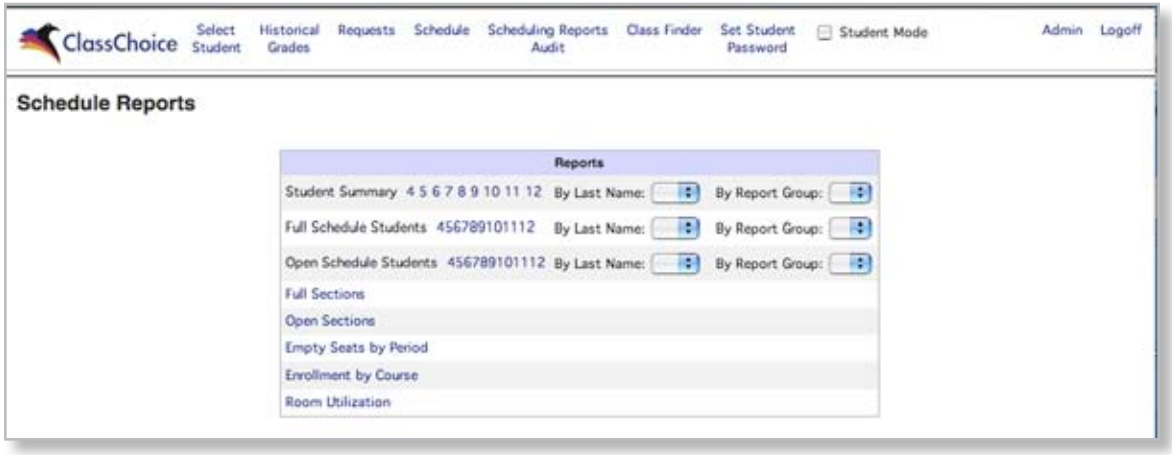
1. Login as a staff member.
2. Identify and select the student.

3. Select **Audit**.

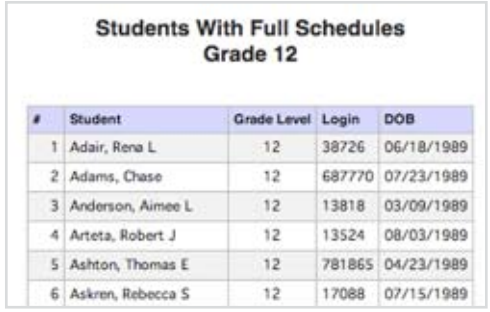
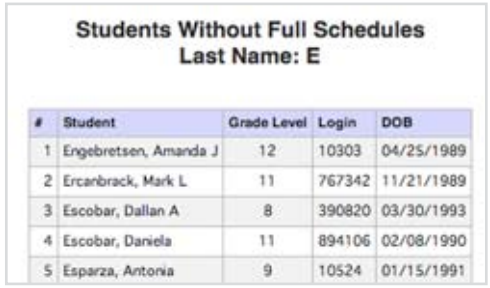
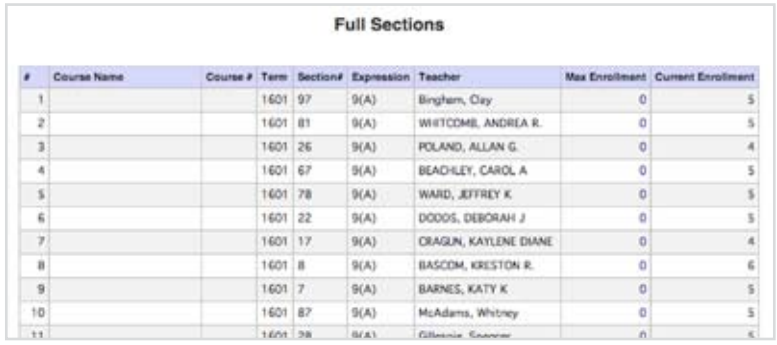


Create Scheduling Reports

ClassChoice has provided a list of available reports as shown below:



Name of Report	Description	Example
Student Summary	Summary of students by grade, student last name or report group.	Student Summary Last Name: I \# Student Grade Periods Logged In Modified Schedule 1 Idos, Nario Mariano 11 0 Yes 2 Ige, Jonathan 9 0 3 Improta, Alessandro 11 0 Yes 4 Ingar, Claudia A 8 0 5 Iongi, Lolie 8 0 6 Iracheta, Ana Karen 9 0

Full Schedule Students	Summary of students with schedules that are not missing a class nor over-scheduled.	
Open Schedule Students	Summary of students who have open schedules and need to add more courses.	
Full Sections	List of all course sections that are full.	
Open Sections	List of all course sections that still have room for additional students.	

Students With Full Schedules
Grade 12

#	Student	Grade Level	Login	DOB
1	Adair, Rena L	12	38726	06/18/1989
2	Adams, Chase	12	687770	07/23/1989
3	Anderson, Aimee L	12	13818	03/09/1989
4	Arteta, Robert J	12	13524	08/03/1989
5	Ashton, Thomas E	12	781865	04/23/1989
6	Askren, Rebecca S	12	17088	07/15/1989

Students Without Full Schedules
Last Name: E

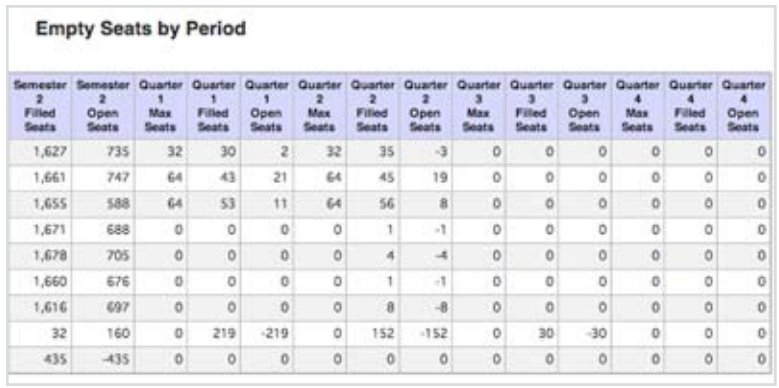
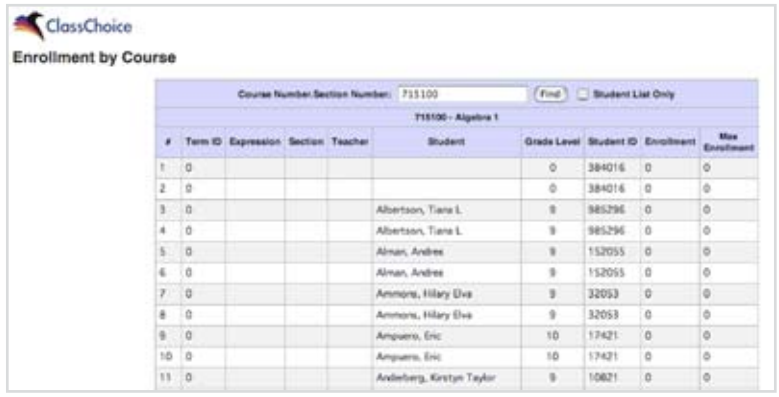
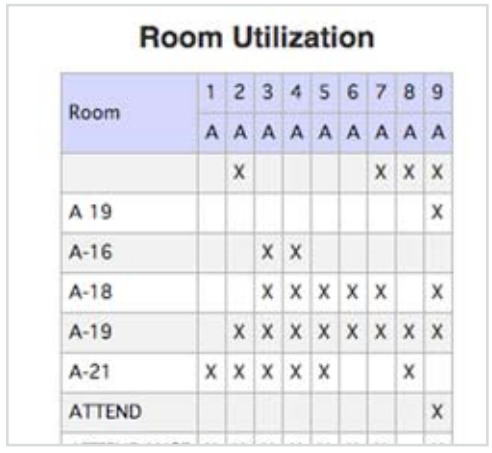
#	Student	Grade Level	Login	DOB
1	Engebretsen, Amanda J	12	10303	04/25/1989
2	Ercanbrack, Mark L	11	767342	11/21/1989
3	Escobar, Dallan A	8	390820	03/30/1993
4	Escobar, Daniela	11	894106	02/08/1990
5	Esparza, Antonia	9	10524	01/15/1991

Full Sections

#	Course Name	Course #	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment
1			1601	97	9(A)	Bingham, Clay	0	5
2			1601	81	9(A)	WHITCOMB, ANDREA R.	0	5
3			1601	26	9(A)	POLAND, ALLAN G.	0	4
4			1601	67	9(A)	BEACHLEY, CAROL A	0	5
5			1601	78	9(A)	WARD, JEFFREY K	0	5
6			1601	22	9(A)	DODDS, DEBORAH J	0	5
7			1601	17	9(A)	CRAGUN, KAYLENE DIANE	0	4
8			1601	8	9(A)	BASCOM, KRESTON R.	0	6
9			1601	7	9(A)	BARNES, KATY K	0	5
10			1601	87	9(A)	McAdams, Whitney	0	5

Open Sections

#	Course#	Course	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment	Seats Open
1	719899	*No Class First Period Sem 1	1601	1	1(A)	Assigned, Staff	999	189	810
2	719997	*No Class First Period Sem 2	1602	1	1(A)	Assigned, Staff	500	219	281
3	713800	A Cappella	1601	1	5(A)	LARSON, PAUL B	175	155	20
4	712000	Accounting 1/2	1601	1	6(A)	JARDINE, JAN R	32	20	12
5	712000	Accounting 1/2	1602	100	6(A)	JARDINE, JAN R	32	15	17
6	714895	Adult Roles	1601	1	6(A)	MASON, C LARAE	35	30	5
7	714895	Adult Roles	1602	2	1(A)	MASON, C LARAE	35	29	6
8	714896	Adult Roles and Financial Resp	1601	1	7(A)	MASON, C LARAE	32	30	2
9	714896	Adult Roles and Financial Resp	1602	100	7(A)	MASON, C LARAE	32	31	1
10	716385	Adv Ballrm-Boys	1601	1	7(A)	Shelton, Adam	30	17	13

Empty Seats By Period	List of courses that have empty seats, sorted by period. Lists the number of open seats by semester as well as maximum seat availability.	
Enrollment By Course	List of course enrollment information. This list can provide a student only list for teachers as well as be organized by course and section number for other purposes (as shown).	
Room Utilization	Details room use by period and day.	

Empty Seats by Period

Semester 2 Filled Seats	Semester 2 Open Seats	Quarter 1 Max Seats	Quarter 1 Filled Seats	Quarter 1 Open Seats	Quarter 2 Max Seats	Quarter 2 Filled Seats	Quarter 2 Open Seats	Quarter 3 Max Seats	Quarter 3 Filled Seats	Quarter 3 Open Seats	Quarter 4 Max Seats	Quarter 4 Filled Seats	Quarter 4 Open Seats
1,627	735	32	30	2	32	35	-3	0	0	0	0	0	0
1,661	747	64	43	21	64	45	19	0	0	0	0	0	0
1,655	588	64	53	11	64	56	8	0	0	0	0	0	0
1,671	688	0	0	0	0	1	-1	0	0	0	0	0	0
1,678	705	0	0	0	0	4	-4	0	0	0	0	0	0
1,660	676	0	0	0	0	1	-1	0	0	0	0	0	0
1,616	697	0	0	0	0	8	-8	0	0	0	0	0	0
32	160	0	219	-219	0	152	-152	0	30	-30	0	0	0
435	-435	0	0	0	0	0	0	0	0	0	0	0	0

ClassChoice

Enrollment by Course

Course Number.Section Number: 715100 Find Student List Only

715100 - Algebra 1

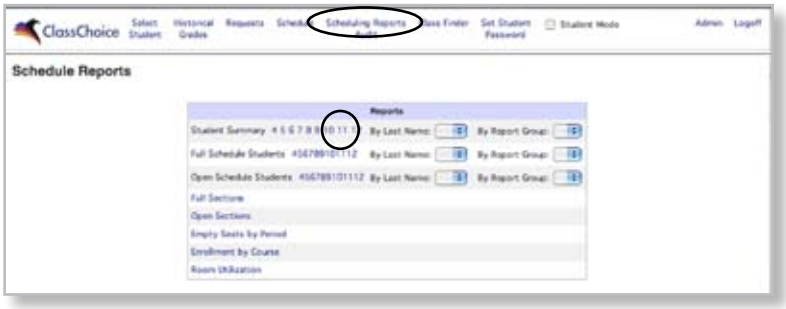
#	Term ID	Expression	Section	Teacher	Student	Grade Level	Student ID	Enrollment	Max Enrollment
1	0					0	384016	0	0
2	0					0	384016	0	0
3	0				Albertson, Tiana L	9	985296	0	0
4	0				Albertson, Tiana L	9	985296	0	0
5	0				Alman, Andrea	9	152055	0	0
6	0				Alman, Andrea	9	152055	0	0
7	0				Ammons, Hilary Elva	9	32053	0	0
8	0				Ammons, Hilary Elva	9	32053	0	0
9	0				Ampuero, Eric	10	17421	0	0
10	0				Ampuero, Eric	10	17421	0	0
11	0				Anderberg, Kirstyn Taylor	9	10821	0	0

Room Utilization

Room	1	2	3	4	5	6	7	8	9
	A	A	A	A	A	A	A	A	A
		X					X	X	X
A 19									X
A-16			X	X					
A-18			X	X	X	X	X		X
A-19		X	X	X	X	X	X	X	X
A-21	X	X	X	X	X			X	
ATTEND									X

Student Summary

1. Login as a staff member.
2. Select **Scheduling Reports**.



3. Select the grade level next to Student Summary or a last name initial from the drop down list next to By Last Name. If a Report Group is created and available, you may select from the By Report Group drop down list.

Student Summary
Grade 11

#	Student	Grade	Periods	Logged In	Modified Schedule
1	Acosta, Nelly L	11	5		Yes
2	Adair, Taylor E	11	0		Yes
3	Aldous, Travis B	11	0		
4	Alisa, Michael	11	0		
5	Alvarez, Edwin E	11	0		
6	Ammons, Elizabeth	11	0		
7	Anderson, Ashley	11	0		
8	Anderson, Bryce K	11	0		
9	Anderson, Chellyn	11	0		
10	Aranda, Dalmer S	11	0		
11	Armstrong, Alecsis	11	0		
12	Armstrong, Joseph T	11	0		
13	Ashton, Kim	11	0		
14	Astle, Tanner J	11	0		

By Grade

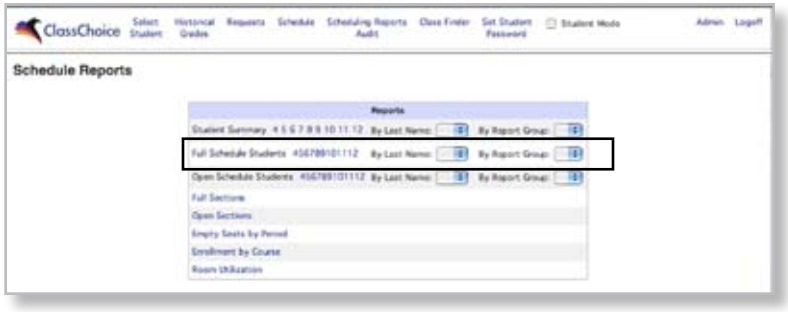
Student Summary
Last Name: M

#	Student	Grade	Periods	Logged In	Modified Schedule
1	Maassen, Alyssa K	12	0		
2	Maccabe, John L	10	0		Yes
3	Mace, Dallas E	10	0		
4	Mace, Dillon R	9	0		
5	Mack, James C	10	0		
6	Mack, Shanell L	10	0		
7	Mackay, Caitlin	11	0		
8	Mackay, Mallory	9	0		
9	Mackie, Nathan	11	0		
10	MacLennan, Brody	12	0		Yes
11	MacLennan, Kurt	10	0		Yes
12	Macuer, Bryan	9	0		
13	Madewell, Clinton E	9	0		
14	Madsen, Cody	11	0		
15	Madsen, David B	11			
16	Madsen, Karl D W	11			

By Student Last Name

Full Schedule Students

1. Login as a staff member.
2. Select **Scheduling Reports**.



3. Select the grade level next to Full Schedule Students or a last name initial from the drop down list next to By Last Name. If a Report Group is created and available, you may select from the By Report Group drop down list.

Students With Full Schedules
Grade 10

#	Student	Grade Level	Login	DOB
1	Abbott, Tyler R	10	493229	03/05/1991
2	Adair, Ryan	10	358188	07/15/1991
3	Agle, Katherine S	10	12527	01/05/1991
4	Agrada, Luis R	10	14841	06/05/1991
5	Alger, Caleb K	10	410070	05/16/1991
6	Alius, Brenna E	10	354909	03/17/1991
7	Allred, Alli A	10	109495	08/18/1991
8	Alvarez, Felix H	10	541448	08/26/1991
9	Alvarez, Ian C	10	575292	11/04/1990
10	Amesse, Celeste L	10	948519	10/12/1990
11	Ampuero, Eric	10	17421	11/09/1990
12	Anderson, Erika J	10	309610	06/07/1991
13	Andrews, Dennis R	10	436706	02/12/1991
14	Ang, Isabella	10	615952	08/20/1991
15	Arcia, Bertha	10	17420	09
16	Arellano, Jessica A	10	11899	06

By Grade

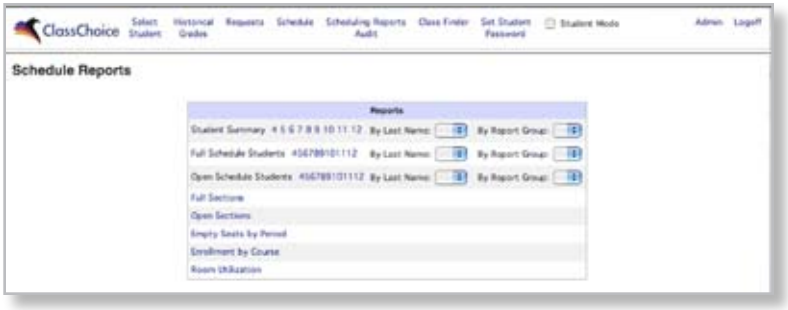
Students With Full Schedules
Last Name: A

#	Student	Grade Level	Login	DOB
1	Armstrong, Alecsis	12	982310	05/01/1990

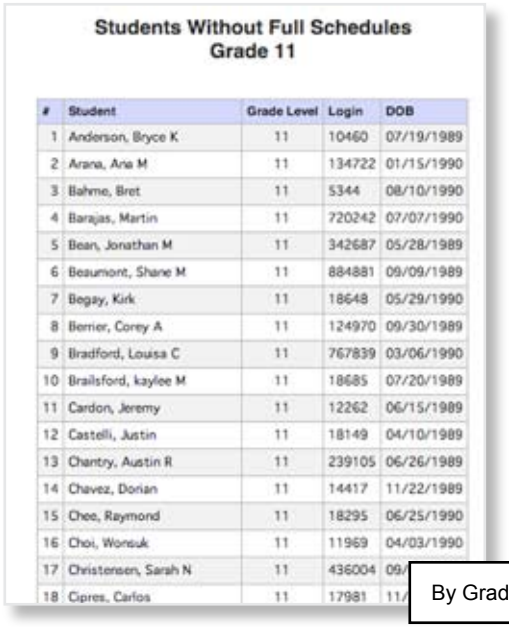
By Student Last Name

Open Schedule Students

1. Login as a staff member.
2. Select **Scheduling Reports**.



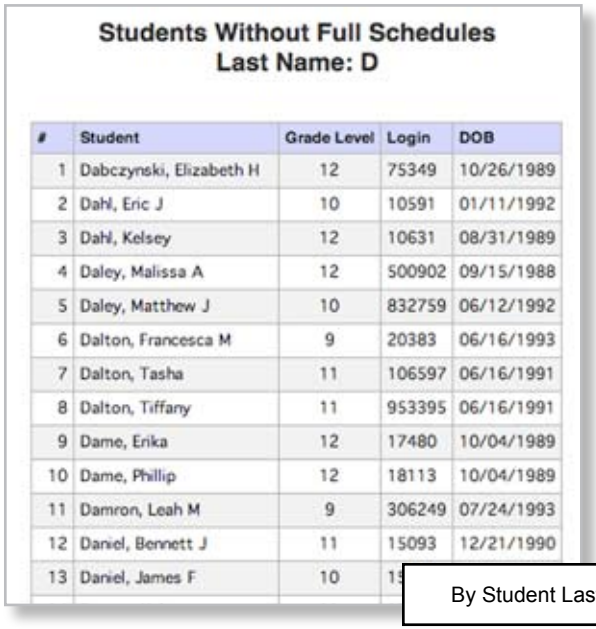
3. Select the grade level next to Open Schedule Students or a last name initial from the drop down list next to By Last Name. If a Report Group is created and available, you may select from the By Report Group drop down list.



Students Without Full Schedules
Grade 11

#	Student	Grade Level	Login	DOB
1	Anderson, Bryce K	11	10460	07/19/1989
2	Arana, Aria M	11	134722	01/15/1990
3	Bahme, Bret	11	5344	08/10/1990
4	Barajas, Martin	11	720242	07/07/1990
5	Bean, Jonathan M	11	342687	05/28/1989
6	Beaumont, Shane M	11	884881	09/09/1989
7	Begay, Kirk	11	18648	05/29/1990
8	Berrier, Corey A	11	124970	09/30/1989
9	Bradford, Louisa C	11	767839	03/06/1990
10	Brailsford, kaylee M	11	18685	07/20/1989
11	Cardon, Jeremy	11	12262	06/15/1989
12	Castelli, Justin	11	18149	04/10/1989
13	Chantry, Austin R	11	239105	06/26/1989
14	Chavez, Dorian	11	14417	11/22/1989
15	Chee, Raymond	11	18295	06/25/1990
16	Choi, Wonsuk	11	11969	04/03/1990
17	Christensen, Sarah N	11	436004	09/
18	Cipres, Carlos	11	17981	11/

By Grade



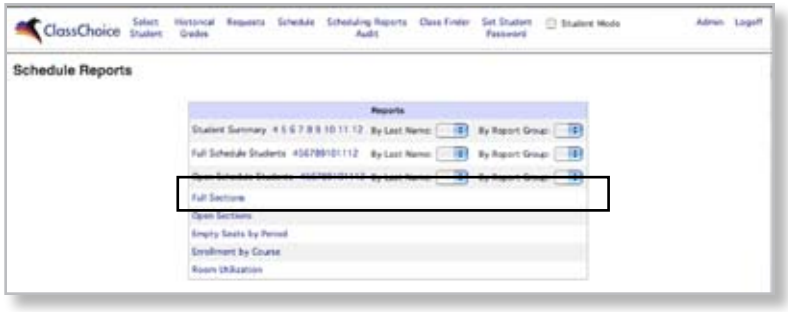
Students Without Full Schedules
Last Name: D

#	Student	Grade Level	Login	DOB
1	Dabczynski, Elizabeth H	12	75349	10/26/1989
2	Dahl, Eric J	10	10591	01/11/1992
3	Dahl, Kelsey	12	10631	08/31/1989
4	Daley, Malissa A	12	500902	09/15/1988
5	Daley, Matthew J	10	832759	06/12/1992
6	Dalton, Francesca M	9	20383	06/16/1993
7	Dalton, Tasha	11	106597	06/16/1991
8	Dalton, Tiffany	11	953395	06/16/1991
9	Dame, Erika	12	17480	10/04/1989
10	Dame, Phillip	12	18113	10/04/1989
11	Damron, Leah M	9	306249	07/24/1993
12	Daniel, Bennett J	11	15093	12/21/1990
13	Daniel, James F	10	15	

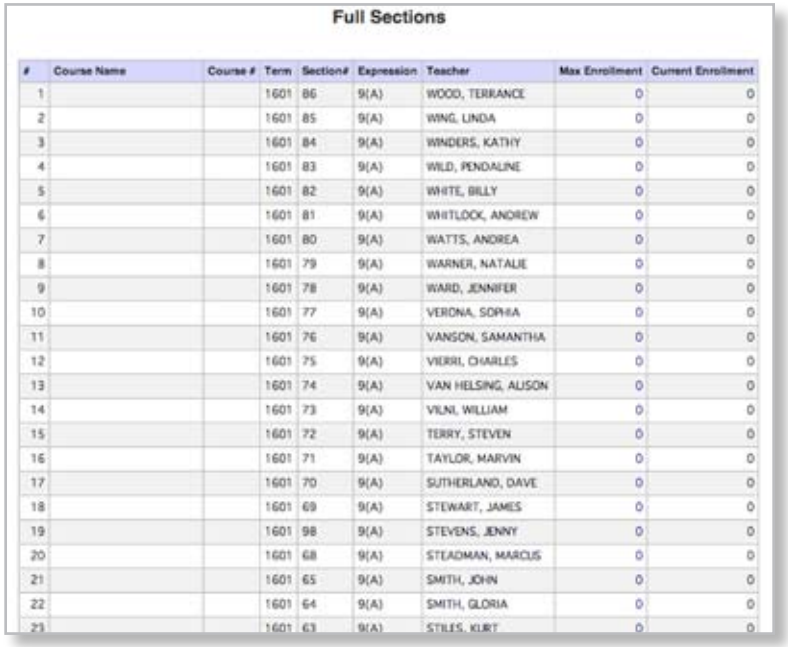
By Student Last Name

Full Sections

1. Login as a staff member.
2. Select **Scheduling Reports**.



3. Select **Full Sections**.

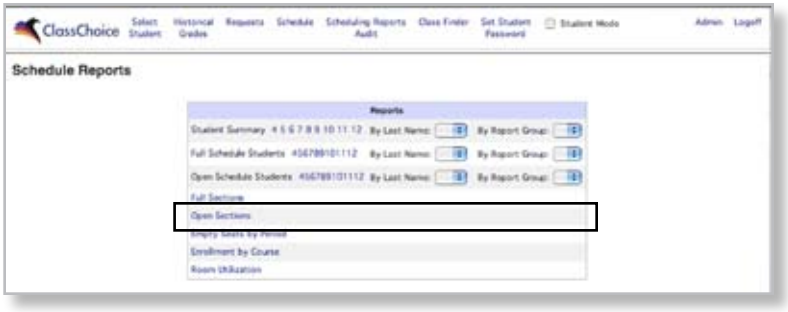


Full Sections

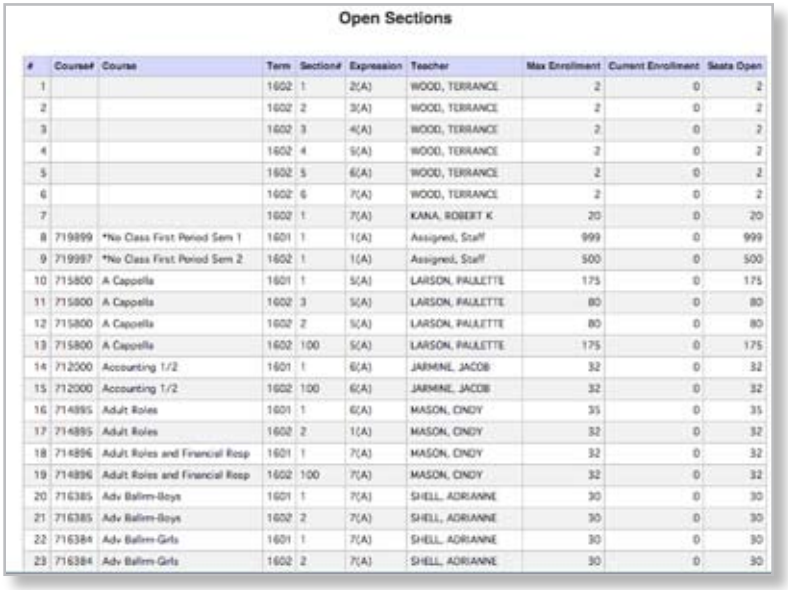
#	Course Name	Course #	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment
1			1601	86	9(A)	WOOD, TERRANCE	0	0
2			1601	85	9(A)	WING, LINDA	0	0
3			1601	84	9(A)	WINDERS, KATHY	0	0
4			1601	83	9(A)	WILD, PENDALINE	0	0
5			1601	82	9(A)	WHITE, BILLY	0	0
6			1601	81	9(A)	WHITLOCK, ANDREW	0	0
7			1601	80	9(A)	WATTS, ANDREA	0	0
8			1601	79	9(A)	WARNER, NATALIE	0	0
9			1601	78	9(A)	WARD, JENNIFER	0	0
10			1601	77	9(A)	VERONA, SOPHIA	0	0
11			1601	76	9(A)	VANSON, SAMANTHA	0	0
12			1601	75	9(A)	VIERRI, CHARLES	0	0
13			1601	74	9(A)	VAN HELSING, ALISON	0	0
14			1601	73	9(A)	VILNI, WILLIAM	0	0
15			1601	72	9(A)	TERRY, STEVEN	0	0
16			1601	71	9(A)	TAYLOR, MARVIN	0	0
17			1601	70	9(A)	SUTHERLAND, DAVE	0	0
18			1601	69	9(A)	STEWART, JAMES	0	0
19			1601	98	9(A)	STEVENS, JENNY	0	0
20			1601	68	9(A)	STEADMAN, MARCUS	0	0
21			1601	65	9(A)	SMITH, JOHN	0	0
22			1601	64	9(A)	SMITH, GLORIA	0	0
23			1601	63	9(A)	STILES, KURT	0	0

Open Sections

1. Login as a staff member.
2. Select **Scheduling Reports**.



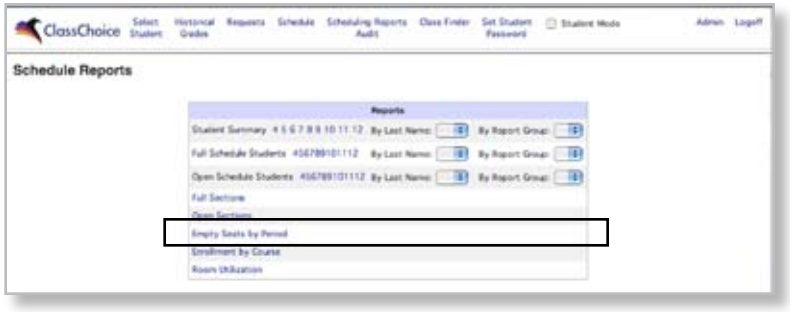
3. Select **Open Sections**.



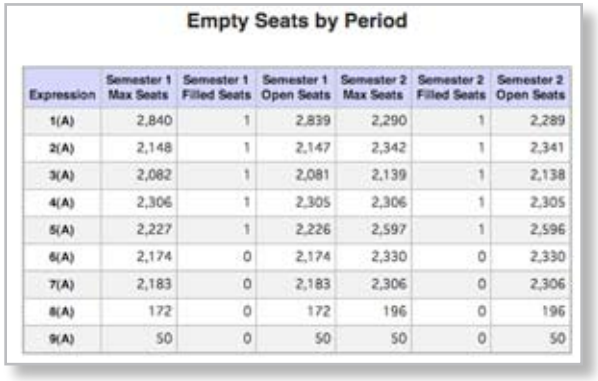
#	Course#	Course	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment	Seats Open
1			1602	1	2(A)	WOOD, TERRANCE	2	0	2
2			1602	2	3(A)	WOOD, TERRANCE	2	0	2
3			1602	3	4(A)	WOOD, TERRANCE	2	0	2
4			1602	4	5(A)	WOOD, TERRANCE	2	0	2
5			1602	5	6(A)	WOOD, TERRANCE	2	0	2
6			1602	6	7(A)	WOOD, TERRANCE	2	0	2
7			1602	1	7(A)	KANA, ROBERT K	20	0	20
8	719899	*No Class First Period Sem 1	1601	1	1(A)	Assigned, Staff	999	0	999
9	719997	*No Class First Period Sem 2	1602	1	1(A)	Assigned, Staff	500	0	500
10	715800	A Cappella	1601	1	5(A)	LARSON, PAULETTE	175	0	175
11	715800	A Cappella	1602	3	5(A)	LARSON, PAULETTE	80	0	80
12	715800	A Cappella	1602	2	5(A)	LARSON, PAULETTE	80	0	80
13	715800	A Cappella	1602	100	5(A)	LARSON, PAULETTE	175	0	175
14	712000	Accounting 1/2	1601	1	6(A)	JARMINE, JACOB	32	0	32
15	712000	Accounting 1/2	1602	100	6(A)	JARMINE, JACOB	32	0	32
16	714895	Adult Roles	1601	1	6(A)	MASON, CINDY	35	0	35
17	714895	Adult Roles	1602	2	1(A)	MASON, CINDY	32	0	32
18	714896	Adult Roles and Financial Resp	1601	1	7(A)	MASON, CINDY	32	0	32
19	714896	Adult Roles and Financial Resp	1602	100	7(A)	MASON, CINDY	32	0	32
20	716385	Adv Ballrm-Boys	1601	1	7(A)	SHELL, ADRIANNE	30	0	30
21	716385	Adv Ballrm-Boys	1602	2	7(A)	SHELL, ADRIANNE	30	0	30
22	716384	Adv Ballrm-Girls	1601	1	7(A)	SHELL, ADRIANNE	30	0	30
23	716384	Adv Ballrm-Girls	1602	2	7(A)	SHELL, ADRIANNE	30	0	30

Empty Seats By Period

1. Login as a staff member.
2. Select **Scheduling Reports**.



3. Select **Empty Seats By Period**.

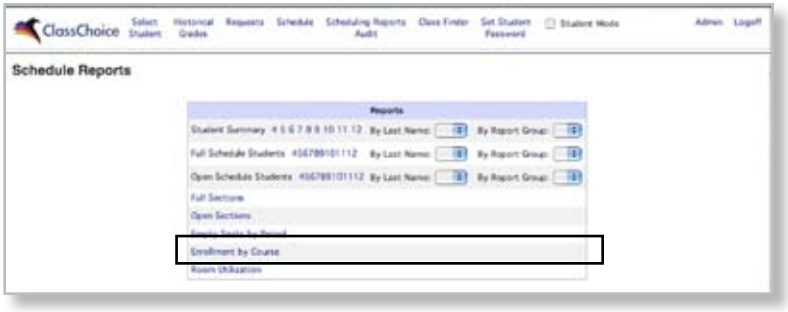


Empty Seats by Period

Expression	Semester 1 Max Seats	Semester 1 Filled Seats	Semester 1 Open Seats	Semester 2 Max Seats	Semester 2 Filled Seats	Semester 2 Open Seats
1(A)	2,840	1	2,839	2,290	1	2,289
2(A)	2,148	1	2,147	2,342	1	2,341
3(A)	2,082	1	2,081	2,139	1	2,138
4(A)	2,306	1	2,305	2,306	1	2,305
5(A)	2,227	1	2,226	2,597	1	2,596
6(A)	2,174	0	2,174	2,330	0	2,330
7(A)	2,183	0	2,183	2,306	0	2,306
8(A)	172	0	172	196	0	196
9(A)	50	0	50	50	0	50

Enrollment By Course

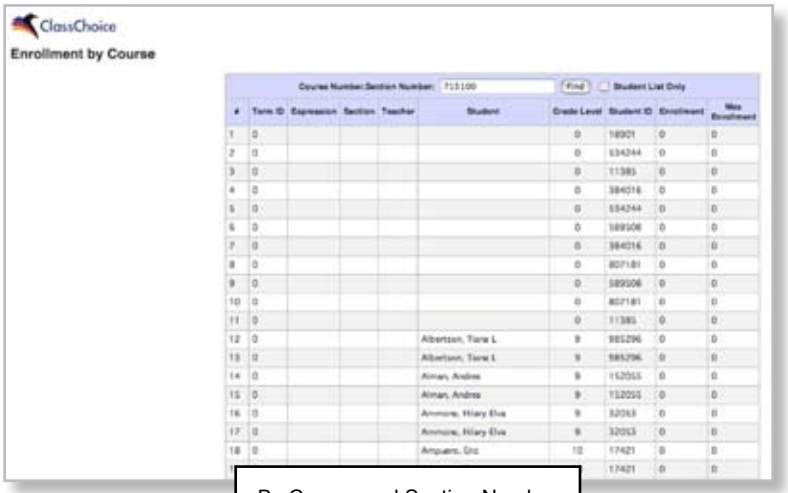
1. Login as a staff member.
2. Select **Scheduling Reports**.



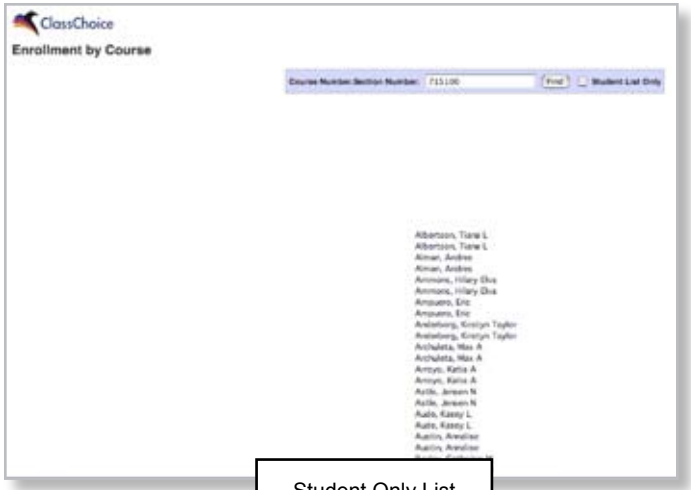
3. Select **Enrollment By Course**.

Activate the checkbox next to Student List Only to display a list that can be printed and used as a class list.

4. Enter the course number. You may further define the information displayed by including the section number.



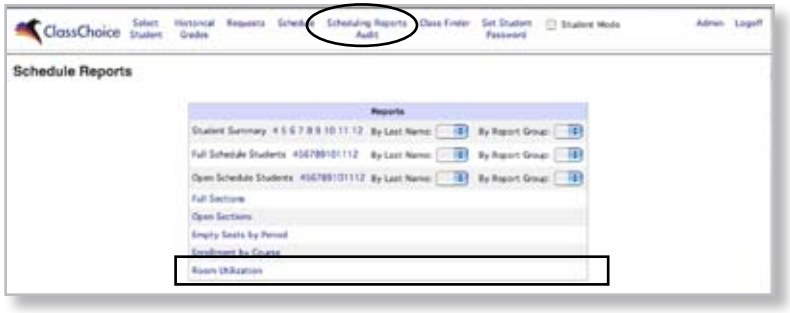
By Course and Section Number



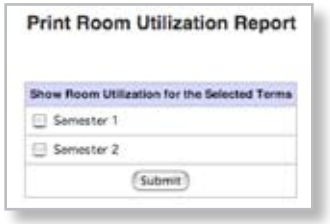
Student Only List

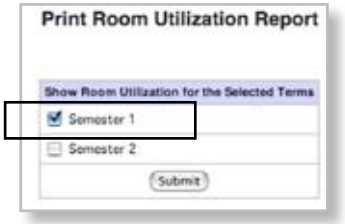
Room Utilization

1. Login as a staff member.
2. Select **Scheduling Reports**.

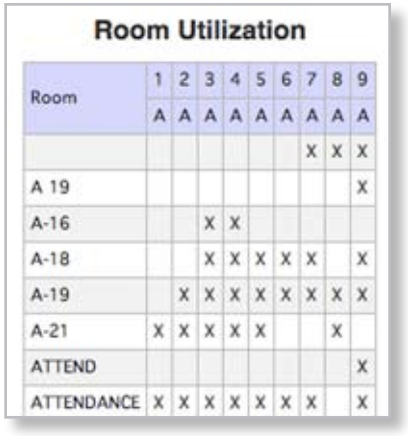


3. Select **Room Utilization**.





4. Activate the checkbox next to the semester.



Room Utilization

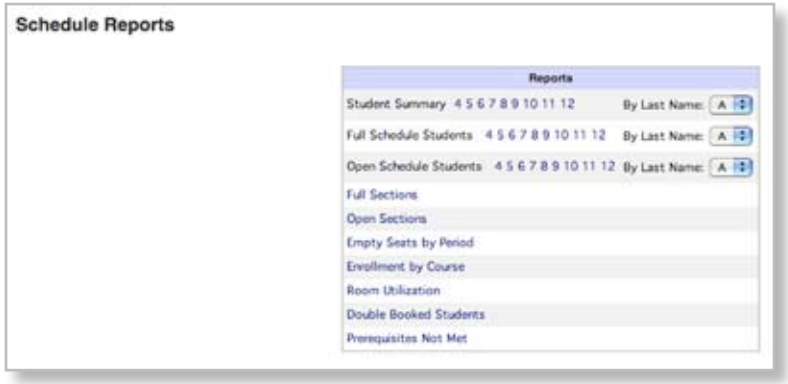
Room	1	2	3	4	5	6	7	8	9
	A	A	A	A	A	A	A	A	A
							X	X	X
A 19									X
A-16			X	X					
A-18			X	X	X	X	X		X
A-19		X	X	X	X	X	X	X	X
A-21	X	X	X	X	X			X	
ATTEND									X
ATTENDANCE	X	X	X	X	X	X	X		X

Chapter 9: Using Schedule Reports

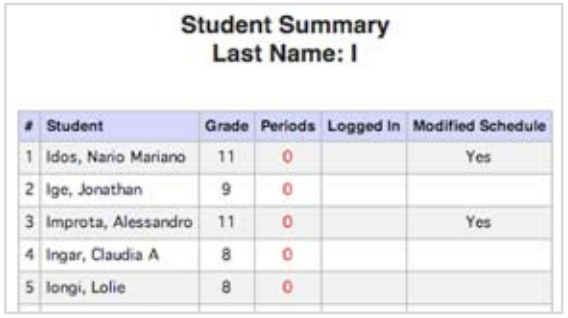
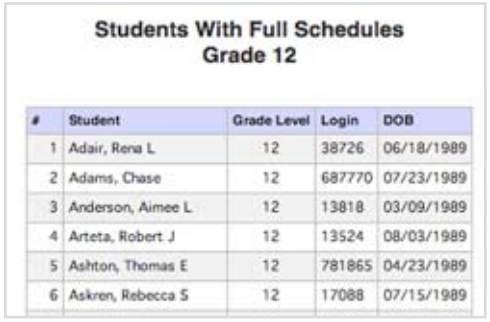
Overview

Reports can be generated to gather student scheduling information.

Select **Schedule Admin Reports** to display the list of reports available.


Schedule Reports
Reports
Student Summary 4 5 6 7 8 9 10 11 12 By Last Name: A
Full Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A
Open Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A
Full Sections
Open Sections
Empty Seats by Period
Enrollment by Course
Room Utilization
Double Booked Students
Prerequisites Not Met

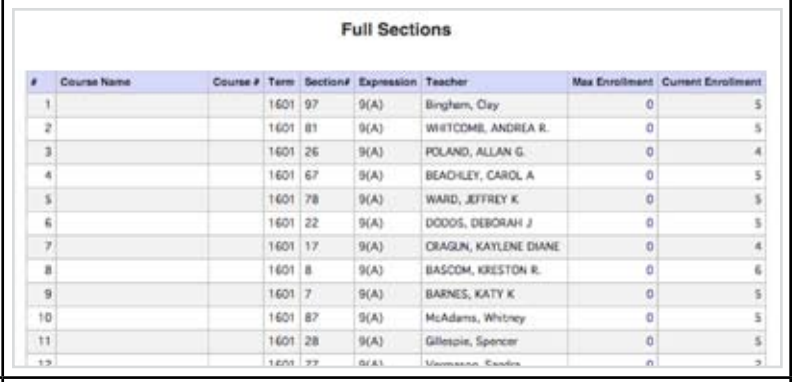
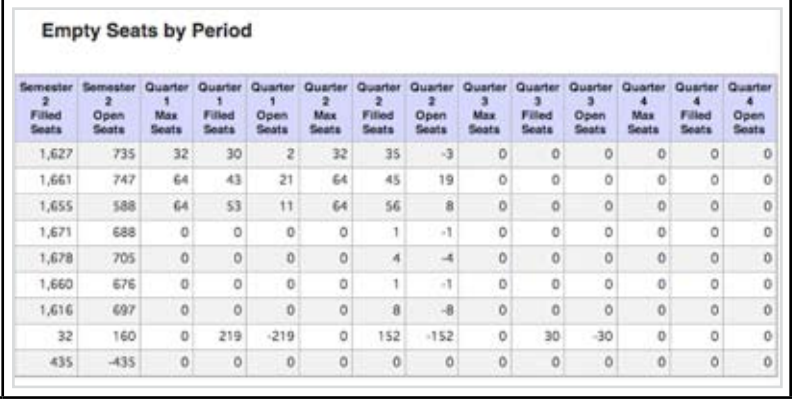
The next few pages provide a table of reports available, a brief description and an example of the report. The rest of the chapter goes into more detail about creating each report.

Name of Report	Description	Example
Student Summary	Quick detail of each student or a group of students by last name. Student summary includes student name, grade, periods registered for, and whether they have logged in and modified their schedule since its creation.	
Full Schedule Students	List of students who currently have a full schedule. List is provided by grade or by student last name.	
Open Schedule Students	List of students who currently do not have a full schedule. List is provided by grade or by student last name.	

Student Summary
Last Name: I
Student Grade Periods Logged In Modified Schedule
1 Idos, Nario Mariano 11 0 Yes
2 Ige, Jonathan 9 0
3 Improta, Alessandro 11 0 Yes
4 Ingar, Claudia A 8 0
5 Iongi, Lolie 8 0

Students With Full Schedules
Grade 12
Student Grade Level Login DOB
1 Adair, Rena L 12 38726 06/18/1989
2 Adams, Chase 12 687770 07/23/1989
3 Anderson, Aimee L 12 13818 03/09/1989
4 Arteta, Robert J 12 13524 08/03/1989
5 Ashton, Thomas E 12 781865 04/23/1989
6 Askren, Rebecca S 12 17088 07/15/1989

Students Without Full Schedules
Last Name: E
Student Grade Level Login DOB
1 Engebretsen, Amanda J 12 10303 04/25/1989
2 Ercanbrack, Mark L 11 767342 11/21/1989
3 Escobar, Dallan A 8 390820 03/30/1993
4 Escobar, Daniela 11 894106 02/08/1990
5 Esparza, Antonia 9 10524 01/15/1991
6 Esteban, Jose F 9 219766 11/05/1991
7 Esteban, Maria G 8 983859 10/28/1992

Full Sections	List of all sections that are considered “full” with no room for additional students to schedule the course.	
Open Sections	List of all sections that do not have full enrollment.	
Empty Seats By Period	List of the enrollment totals for each period in each quarter or semester.	

Full Sections

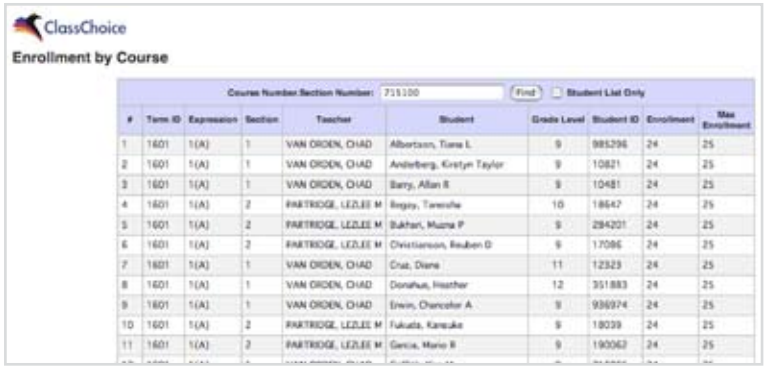
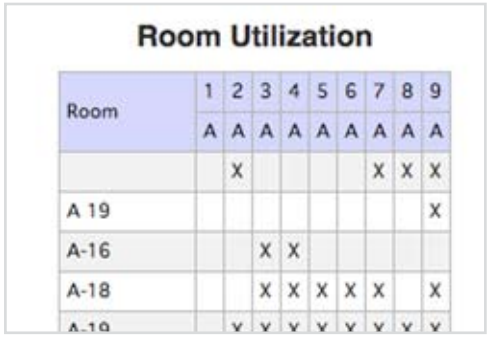
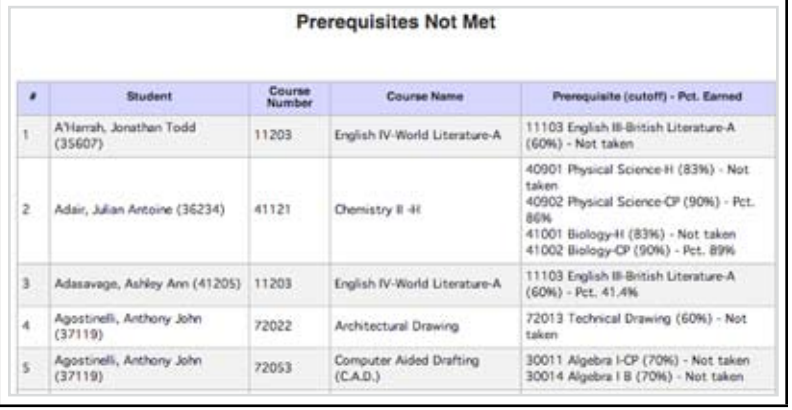
#	Course Name	Course #	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment
1			1601	97	9(A)	Bingham, Clay	0	5
2			1601	81	9(A)	WHITCOMB, ANDREA R.	0	5
3			1601	26	9(A)	POLAND, ALLAN G.	0	4
4			1601	67	9(A)	BEACHLEY, CAROL A	0	5
5			1601	78	9(A)	WARD, JEFFREY K	0	5
6			1601	22	9(A)	DODDS, DEBORAH J	0	5
7			1601	17	9(A)	CRAGUN, KAYLENE DIANE	0	4
8			1601	8	9(A)	BASCOM, KRESTON R.	0	6
9			1601	7	9(A)	BARNES, KATY K	0	5
10			1601	87	9(A)	McAdams, Whitney	0	5
11			1601	28	9(A)	Gillespie, Spencer	0	5

Open Sections

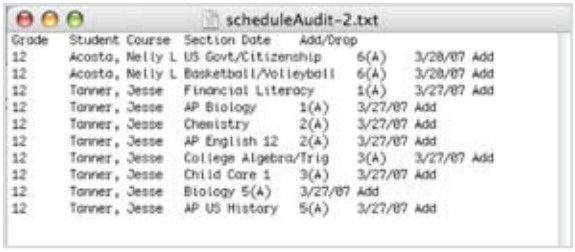
#	Course#	Course	Term	Section#	Expression	Teacher	Max Enrollment	Current Enrollment	Seats Open
1	719899	*No Class First Period Sem 1	1601	1	1(A)	Assigned, Staff	999	189	810
2	719997	*No Class First Period Sem 2	1602	1	1(A)	Assigned, Staff	500	219	281
3	715800	A Cappella	1601	1	5(A)	LARSON, PAUL B	175	155	20
4	712000	Accounting 1/2	1601	1	6(A)	JARDINE, JAN R	32	20	12
5	712000	Accounting 1/2	1602	100	6(A)	JARDINE, JAN R	32	15	17
6	714895	Adult Roles	1601	1	6(A)	MASON, C LARAE	35	30	5
7	714895	Adult Roles	1602	2	1(A)	MASON, C LARAE	35	29	6
8	714896	Adult Roles and Financial Resp	1601	1	7(A)	MASON, C LARAE	32	30	2
9	714896	Adult Roles and Financial Resp	1602	100	7(A)	MASON, C LARAE	32	31	1
10	716385	Adv Ballrm-Boys	1601	1	7(A)	Shelton, Adam	30	17	13
11	716385	Adv Ballrm-Boys	1602	2	7(A)	Shelton, Adam	30	16	14
12	716384	Adv Ballrm-Girls	1601	1	7(A)	Shelton, Adam	30	17	13
13	716384	Adv Ballrm-Girls	1602	2	7(A)	Shelton, Adam	30	17	13
14	716140	Adv Weight Training	1601	1	4(A)	CLARK, GARY A	25	14	11
15	716140	Adv Weight Training	1602	2	5(A)	CLARK, GARY A	20	12	8

Empty Seats by Period

Semester 2 Filled Seats	Semester 2 Open Seats	Quarter 1 Max Seats	Quarter 1 Filled Seats	Quarter 1 Open Seats	Quarter 2 Max Seats	Quarter 2 Filled Seats	Quarter 2 Open Seats	Quarter 3 Max Seats	Quarter 3 Filled Seats	Quarter 3 Open Seats	Quarter 4 Max Seats	Quarter 4 Filled Seats	Quarter 4 Open Seats
1,627	735	32	30	2	32	35	-3	0	0	0	0	0	0
1,661	747	64	43	21	64	45	19	0	0	0	0	0	0
1,655	588	64	53	11	64	56	8	0	0	0	0	0	0
1,671	688	0	0	0	0	1	-1	0	0	0	0	0	0
1,678	705	0	0	0	0	4	-4	0	0	0	0	0	0
1,660	676	0	0	0	0	1	-1	0	0	0	0	0	0
1,616	697	0	0	0	0	8	-8	0	0	0	0	0	0
32	160	0	219	-219	0	152	-152	0	30	-30	0	0	0
435	-435	0	0	0	0	0	0	0	0	0	0	0	0

Enrollment By Course	List of enrollment for the defined course and section number or simply a list of students enrolled in that course.	
Room Utilization	List of room information by class period and day.	
Double Booked Students	List of students who were double booked due to the import of information.	
Prerequisites Not Met	List of students with courses scheduled where they have not met the prerequisite requirement for taking that course.	

ClassChoice
Enrollment by Course
Room Utilization
Room
1 2 3 4 5 6 7 8 9
A A A A A A A A A
X X X X
A 19 X
A-16 X X
A-18 X X X X X X
Double Booked Students
There are no double-booked students.
Prerequisites Not Met
Student Course Number Course Name Prerequisite (cutoff) - Pct. Earned
1 A'Harrah, Jonathan Todd (35607) 11203 English IV-World Literature-A 11103 English III-British Literature-A (60%) - Not taken
2 Adair, Julian Antoine (36234) 41121 Chemistry II -H 40901 Physical Science-H (83%) - Not taken
40902 Physical Science-CP (90%) - Pct. 86%
41001 Biology-H (83%) - Not taken
41002 Biology-CP (90%) - Pct. 89%
3 Adasavage, Ashley Ann (41205) 11203 English IV-World Literature-A 11103 English III-British Literature-A (60%) - Pct. 41.4%
4 Agostinelli, Anthony John (37119) 72022 Architectural Drawing 72013 Technical Drawing (60%) - Not taken
5 Agostinelli, Anthony John (37119) 72053 Computer Aided Drafting (C.A.D.) 30011 Algebra I-CP (70%) - Not taken
30014 Algebra I B (70%) - Not taken

Schedule Audit Report	You can export the schedule audit report to a text file.	
Master Schedule By Teacher	You can view the Master Schedule organized by teacher name (last). This report allows you to view course information and enrollment as well as a teacher schedule.	
Master Schedule By Room	You can view the Master Schedule organized by room. This report allows you to view course information and enrollment as well as room schedule.	

scheduleAudit-2.txt

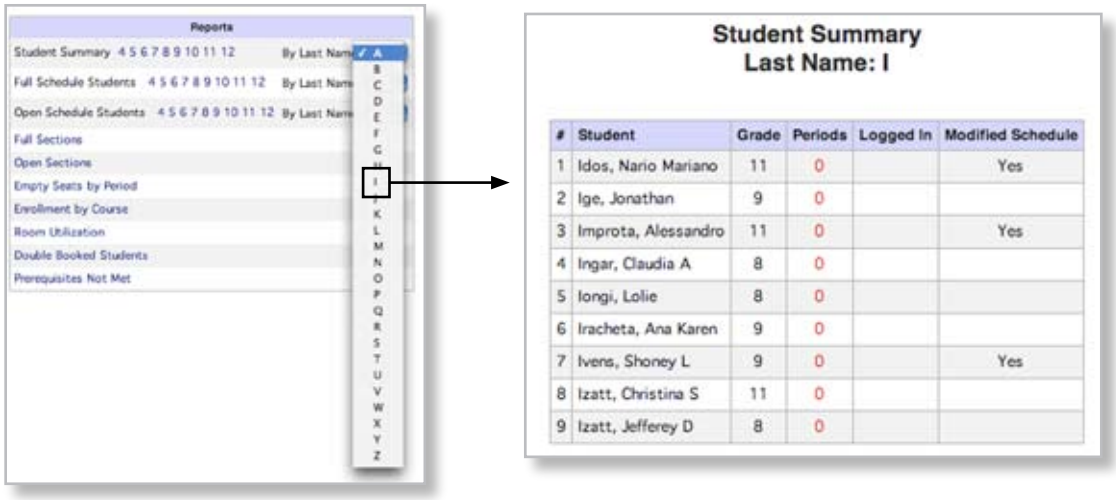
Grade	Student	Course	Section	Date	Add/Drop
12	Acosta, Nelly L	US Govt/Citizenship	6(A)	3/28/07	Add
12	Acosta, Nelly L	Basketball/Volleyball	6(A)	3/28/07	Add
12	Tanner, Jesse	Financial Literacy	1(A)	3/27/07	Add
12	Tanner, Jesse	AP Biology	1(A)	3/27/07	Add
12	Tanner, Jesse	Chemistry	2(A)	3/27/07	Add
12	Tanner, Jesse	AP English 12	2(A)	3/27/07	Add
12	Tanner, Jesse	College Algebra/Trig	3(A)	3/27/07	Add
12	Tanner, Jesse	Child Care 1	3(A)	3/27/07	Add
12	Tanner, Jesse	Biology 5(A)	3/27/07	Add	
12	Tanner, Jesse	AP US History	5(A)	3/27/07	Add

Student Summary

Student Summary provides a quick detail of each student or a group of students by last name. The Student Summary includes, student name, grade, periods registered for, whether they have logged in and have modified their schedule since its creation.

Create a Student Summary Report

1. Select **Schedule Admin Reports**.
2. Select the summary report to be presented. You can select to see a summary by grade, which will list the students alphabetically by last name or you can further restrict the report by selecting the first initial of the group of last names you wish to review.


Reports
Student Summary 4 5 6 7 8 9 10 11 12
Full Schedule Students 4 5 6 7 8 9 10 11 12
Open Schedule Students 4 5 6 7 8 9 10 11 12
Full Sections
Open Sections
Empty Seats by Period
Enrollment by Course
Room Utilization
Double Booked Students
Prerequisites Not Met
A B C D E F G I J K L M N O P Q R S T U V W X Y Z
Student Summary
Last Name: I
Student Grade Periods Logged In Modified Schedule
1 Idos, Nario Mariano 11 0 Yes
2 Ige, Jonathan 9 0
3 Improta, Alessandro 11 0 Yes
4 Ingar, Claudia A 8 0
5 Iongi, Lolie 8 0
6 Iracheta, Ana Karen 9 0
7 Ivens, Shoney L 9 0 Yes
8 Izatt, Christina S 11 0
9 Izatt, Jefferey D 8 0

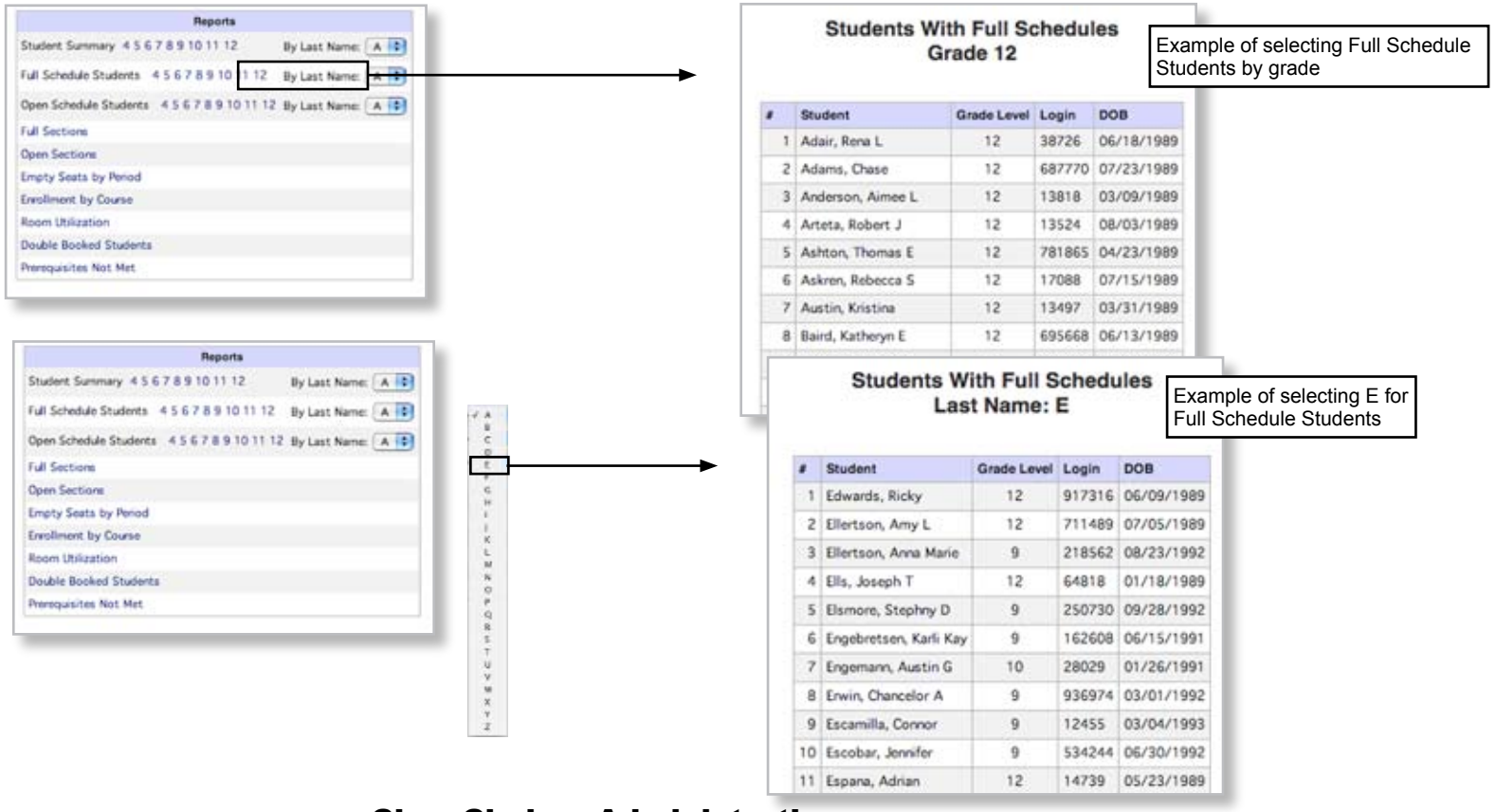
Full Schedule Students

Full Schedule Students provides a list of students who currently have a full schedule. The list by grade will return all students in alphabetical order by last name or you may select the first initial of the last name from the drop down menu.

When you select a letter from the drop down menu, it will automatically create the report. Information displayed: Student name, grade level, login number and date of birth.

Create a Full Schedule Students Report

1. Select **Schedule Admin Reports**.
2. Select the grade to display or the first letter of the last name from the drop down menu next to Full Schedule Students.


Reports
Student Summary 4 5 6 7 8 9 10 11 12 By Last Name: A
Full Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A
Open Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A
Full Sections
Open Sections
Empty Seats by Period
Enrollment by Course
Room Utilization
Double Booked Students
Prerequisites Not Met
Students With Full Schedules
Grade 12
Example of selecting Full Schedule Students by grade
Student Grade Level Login DOB
1 Adair, Rena L 12 38726 06/18/1989
2 Adams, Chase 12 687770 07/23/1989
3 Anderson, Aimee L 12 13818 03/09/1989
4 Arteta, Robert J 12 13524 08/03/1989
5 Ashton, Thomas E 12 781865 04/23/1989
6 Askren, Rebecca S 12 17088 07/15/1989
7 Austin, Kristina 12 13497 03/31/1989
8 Baird, Katheryn E 12 695668 06/13/1989
Students With Full Schedules
Last Name: E
Example of selecting E for Full Schedule Students
Student Grade Level Login DOB
1 Edwards, Ricky 12 917316 06/09/1989
2 Ellertson, Amy L 12 711489 07/05/1989
3 Ellertson, Anna Marie 9 218562 08/23/1992
4 Ells, Joseph T 12 64818 01/18/1989
5 Elsmore, Stephny D 9 250730 09/28/1992
6 Engebretsen, Karli Kay 9 162608 06/15/1991
7 Engemann, Austin G 10 28029 01/26/1991
8 Erwin, Chancelor A 9 936974 03/01/1992
9 Escamilla, Connor 9 12455 03/04/1993
10 Escobar, Jennifer 9 534244 06/30/1992
11 Espana, Adrian 12 14739 05/23/1989

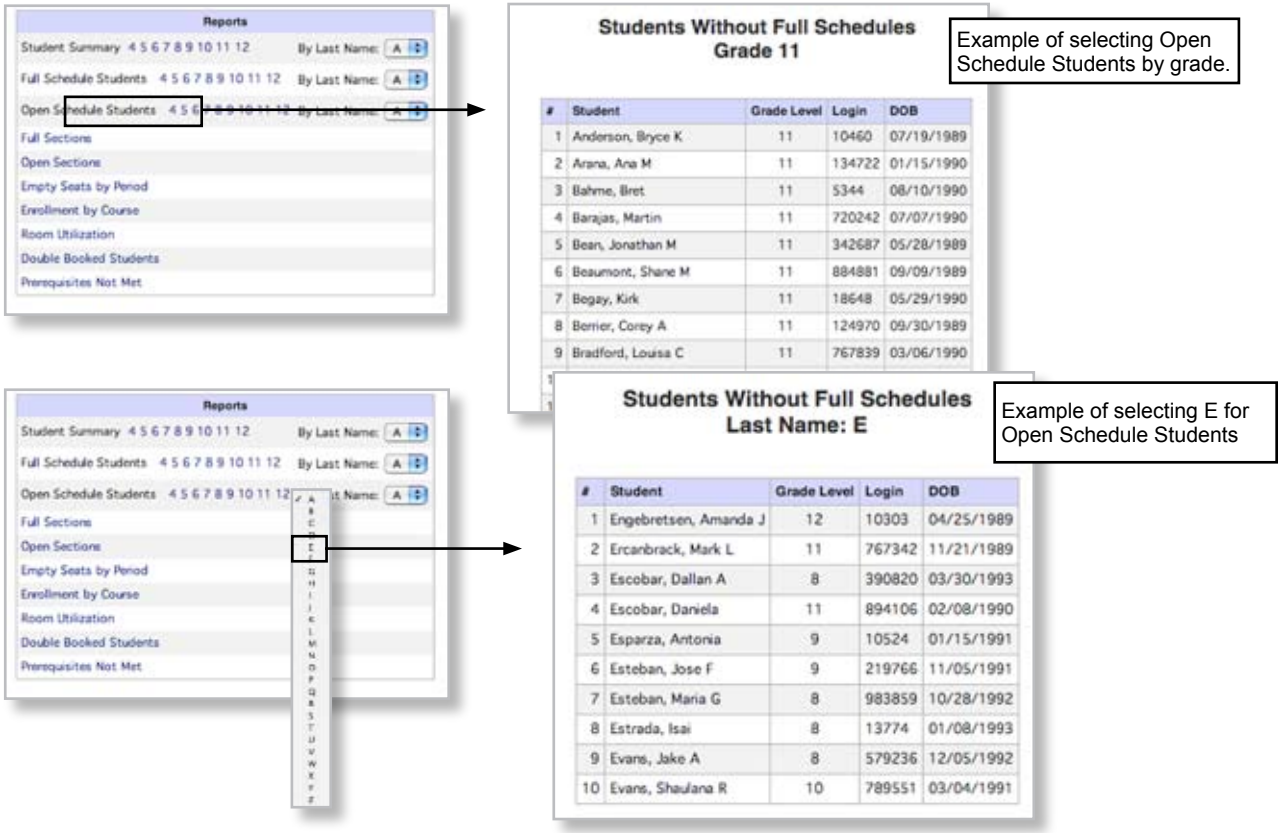
Open Schedule Students

Open Schedule Students provides a list of students who currently do not have a full schedule. The list by grade will return all students in alphabetical order by last name or you may select the first initial of the last name from the drop down menu.

When you select a letter from the drop down menu, it will automatically create the report. Information displayed: Student name, grade level, login number and date of birth.

Create an Open Schedule Students Report

1. Select **Schedule Admin Reports**.
2. Select the grade to display or the first letter of the last name from the drop down menu next to Open Schedule Students.


Reports
Student Summary 4 5 6 7 8 9 10 11 12 By Last Name: A
Full Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A
Open Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A
Full Sections
Open Sections
Empty Seats by Period
Enrollment by Course
Room Utilization
Double Booked Students
Prerequisites Not Met
Students Without Full Schedules
Grade 11
Example of selecting Open Schedule Students by grade.
Student Grade Level Login DOB
1 Anderson, Bryce K 11 10460 07/19/1989
2 Arana, Ana M 11 134722 01/15/1990
3 Bahme, Bret 11 5344 08/10/1990
4 Barajas, Martin 11 720242 07/07/1990
5 Bean, Jonathan M 11 342687 05/28/1989
6 Beaumont, Shane M 11 884881 09/09/1989
7 Begay, Kirk 11 18648 05/29/1990
8 Berrier, Corey A 11 124970 09/30/1989
9 Bradford, Louisa C 11 767839 03/06/1990
Students Without Full Schedules
Last Name: E
Example of selecting E for Open Schedule Students
Student Grade Level Login DOB
1 Engebretsen, Amanda J 12 10303 04/25/1989
2 Ercanbrack, Mark L 11 767342 11/21/1989
3 Escobar, Dallan A 8 390820 03/30/1993
4 Escobar, Daniela 11 894106 02/08/1990
5 Esparza, Antonia 9 10524 01/15/1991
6 Esteban, Jose F 9 219766 11/05/1991
7 Esteban, Maria G 8 983859 10/28/1992
8 Estrada, Isai 8 13774 01/08/1993
9 Evans, Jake A 8 579236 12/05/1992
10 Evans, Shaulana R 10 789551 03/04/1991

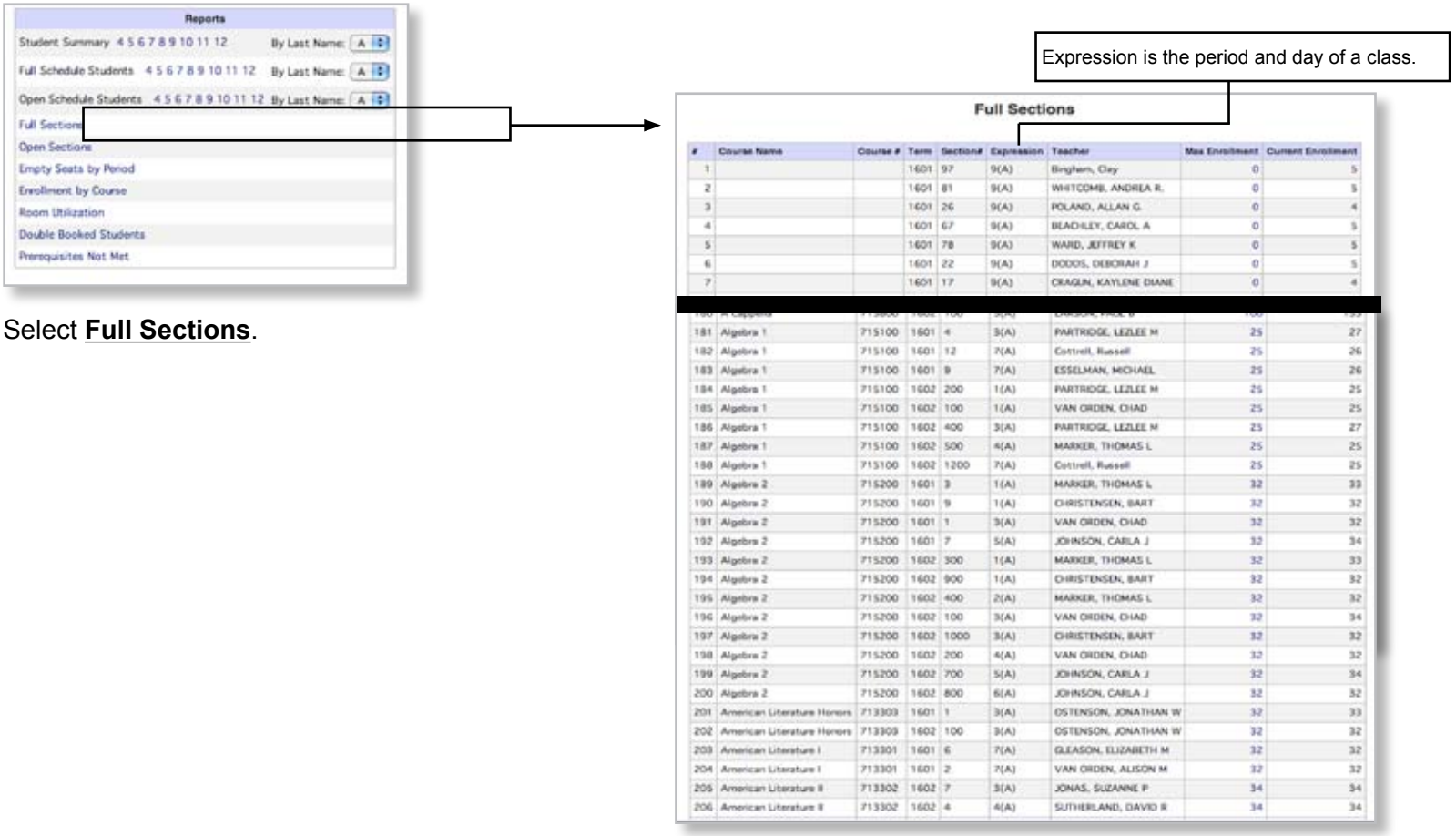
Full Sections

Selecting Full Sections returns a report of all sections that are considered “full” with no room for additional students to schedule the class.

The information displayed is: Course name, course number, term, section number, expression, teacher name, maximum enrollment allowed and current enrollment number.

Create a Full Sections Report

1. Select **Schedule Admin Reports**.


Reports
Student Summary 4 5 6 7 8 9 10 11 12 By Last Name: A
Full Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A
Open Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A
Full Sections
Open Sections
Empty Seats by Period
Enrollment by Course
Room Utilization
Double Booked Students
Prerequisites Not Met
Expression is the period and day of a class.
Full Sections
Course Name Course # Term Section# Expression Teacher Max Enrollment Current Enrollment
1 1601 97 9(A) Brigham, Clay 0 5
2 1601 81 9(A) WHITCOMB, ANDREA R. 0 5
3 1601 26 9(A) POLAND, ALLAN G. 0 4
4 1601 67 9(A) BEACHLEY, CAROL A 0 5
5 1601 78 9(A) WARD, JEFFREY K 0 5
6 1601 22 9(A) DODDS, DEBORAH J 0 5
7 1601 17 9(A) CRAGUN, KAYLENE DIANE 0 4
181 Algebra 1 715100 1601 4 3(A) PARTRIDGE, LEZLEE M 25 27
182 Algebra 1 715100 1601 12 7(A) Cottrell, Russell 25 26
183 Algebra 1 715100 1601 9 7(A) ESSELMAN, MICHAEL 25 26
184 Algebra 1 715100 1602 200 1(A) PARTRIDGE, LEZLEE M 25 25
185 Algebra 1 715100 1602 100 1(A) VAN ORDEN, CHAD 25 25
186 Algebra 1 715100 1602 400 3(A) PARTRIDGE, LEZLEE M 25 27
187 Algebra 1 715100 1602 500 4(A) MARKER, THOMAS L 25 25
188 Algebra 1 715100 1602 1200 7(A) Cottrell, Russell 25 25
189 Algebra 2 715200 1601 3 1(A) MARKER, THOMAS L 32 33
190 Algebra 2 715200 1601 9 1(A) CHRISTENSEN, BART 32 32
191 Algebra 2 715200 1601 1 3(A) VAN ORDEN, CHAD 32 32
192 Algebra 2 715200 1601 7 5(A) JOHNSON, CARLA J 32 34
193 Algebra 2 715200 1602 300 1(A) MARKER, THOMAS L 32 33
194 Algebra 2 715200 1602 900 1(A) CHRISTENSEN, BART 32 32
195 Algebra 2 715200 1602 400 2(A) MARKER, THOMAS L 32 32
196 Algebra 2 715200 1602 100 3(A) VAN ORDEN, CHAD 32 34
197 Algebra 2 715200 1602 1000 3(A) CHRISTENSEN, BART 32 32
198 Algebra 2 715200 1602 200 4(A) VAN ORDEN, CHAD 32 32
199 Algebra 2 715200 1602 700 5(A) JOHNSON, CARLA J 32 34
200 Algebra 2 715200 1602 800 6(A) JOHNSON, CARLA J 32 32
201 American Literature Honors 713303 1601 1 3(A) OSTENSON, JONATHAN W 32 33
202 American Literature Honors 713303 1602 100 3(A) OSTENSON, JONATHAN W 32 32
203 American Literature I 713301 1601 6 7(A) GLEASON, ELIZABETH M 32 32
204 American Literature I 713301 1601 2 7(A) VAN ORDEN, ALISON M 32 32
205 American Literature II 713302 1602 7 3(A) JONAS, SUZANNE P 34 34
206 American Literature II 713302 1602 4 4(A) SUTHERLAND, DAVID R 34 34

2. Select **Full Sections**.

Open Sections

Selecting Open Sections returns a report of all sections that do not have full enrollment. The information displayed is: Course number, course name, term, section number, expression, teacher name, maximum enrollment allowed and current enrollment number.

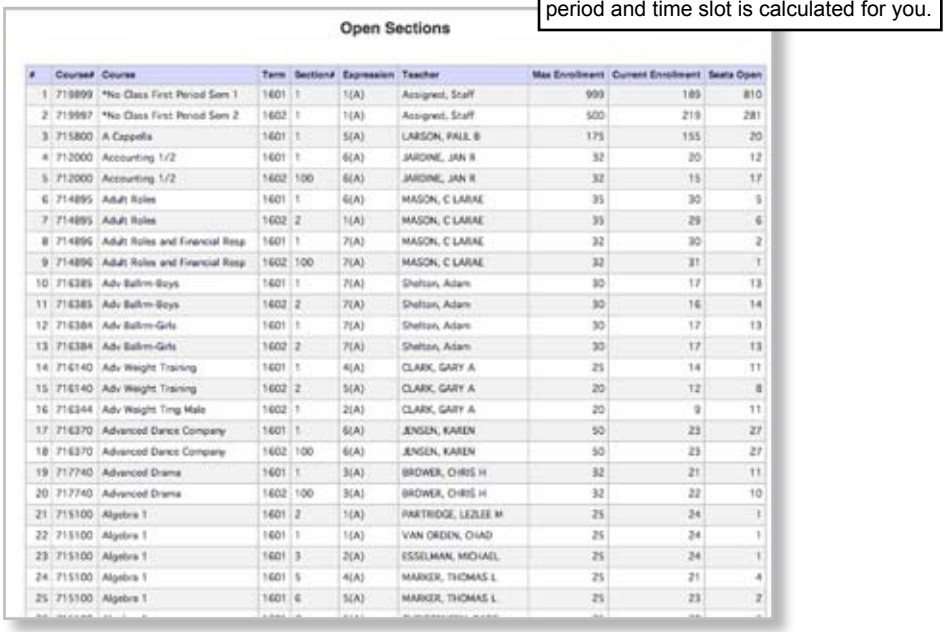
Create an Open Sections Report

1. Select **Schedule Admin Reports**.

Reports
Student Summary 4 5 6 7 8 9 10 11 12 By Last Name: A
Full Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A
Open Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A
Full Sections
Open Sections
Empty Seats by Period
Enrollment by Course
Room Utilization
Double Booked Students
Prerequisites Not Met

2. Select **Open Sections**.

The number of seats available in a given period and time slot is calculated for you.


Open Sections
Course# Course Term Section# Expression Teacher Max Enrollment Current Enrollment Seats Open
1 719899 *No Class First Period Sem 1 1601 1 1(A) Assigned, Staff 999 189 810
2 719997 *No Class First Period Sem 2 1602 1 1(A) Assigned, Staff 500 219 281
3 715800 A Cappella 1601 1 5(A) LARSON, PAUL B 175 155 20
4 712000 Accounting 1/2 1601 1 6(A) JARDINE, JAN R 32 20 12
5 712000 Accounting 1/2 1602 100 6(A) JARDINE, JAN R 32 15 17
6 714895 Adult Roles 1601 1 6(A) MASON, C LARAE 35 30 5
7 714895 Adult Roles 1602 2 1(A) MASON, C LARAE 35 29 6
8 714896 Adult Roles and Financial Resp 1601 1 7(A) MASON, C LARAE 32 30 2
9 714896 Adult Roles and Financial Resp 1602 100 7(A) MASON, C LARAE 32 31 1
10 716385 Adv Ballrm-Boys 1601 1 7(A) Shelton, Adam 30 17 13
11 716385 Adv Ballrm-Boys 1602 2 7(A) Shelton, Adam 30 16 14
12 716384 Adv Ballrm-Girls 1601 1 7(A) Shelton, Adam 30 17 13
13 716384 Adv Ballrm-Girls 1602 2 7(A) Shelton, Adam 30 17 13
14 716140 Adv Weight Training 1601 1 4(A) CLARK, GARY A 25 14 11
15 716140 Adv Weight Training 1602 2 5(A) CLARK, GARY A 20 12 8
16 716344 Adv Weight Trng Male 1602 1 2(A) CLARK, GARY A 20 9 11
17 716370 Advanced Dance Company 1601 1 6(A) JENSEN, KAREN 50 23 27
18 716370 Advanced Dance Company 1602 100 6(A) JENSEN, KAREN 50 23 27
19 717740 Advanced Drama 1601 1 3(A) BROWER, CHRIS H 32 21 11
20 717740 Advanced Drama 1602 100 3(A) BROWER, CHRIS H 32 22 10
21 715100 Algebra 1 1601 2 1(A) PARTRIDGE, LEZLEE M 25 24 1
22 715100 Algebra 1 1601 1 1(A) VAN ORDEN, CHAD 25 24 1
23 715100 Algebra 1 1601 3 2(A) ESSELMAN, MICHAEL 25 24 1
24 715100 Algebra 1 1601 5 4(A) MARKER, THOMAS L 25 21 4
25 715100 Algebra 1 1601 6 5(A) MARKER, THOMAS L 25 23 2

Empty Seats By Period

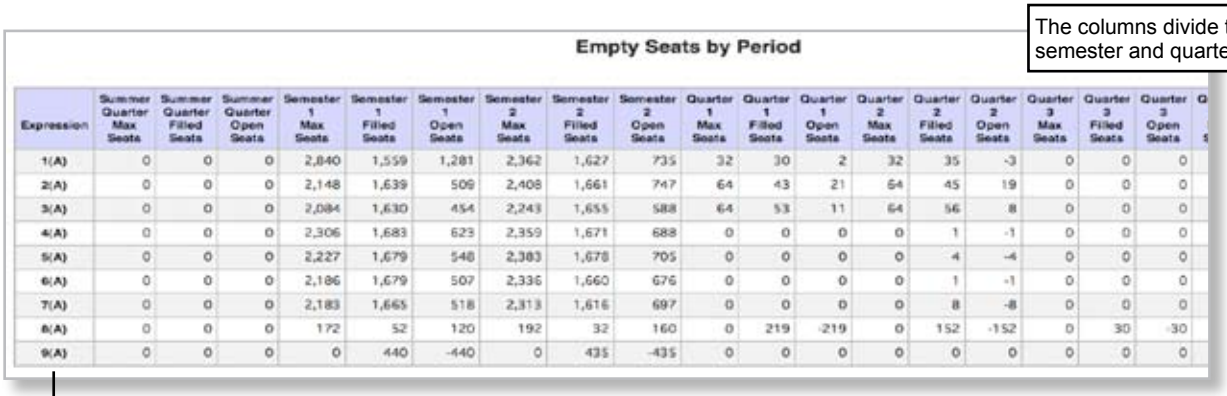
Empty Seats By Period provides a quick view of the totals for each period in each quarter or semester, depending on how your school day is defined.

Create an Empty Seats By Period Report

1. Select **Schedule Admin Reports**.

Reports
Student Summary 4 5 6 7 8 9 10 11 12 By Last Name: A
Full Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A
Open Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A
Full Sections
Open Sections
Empty Seats by Period
Enrollment by Course
Room Utilization
Double Booked Students
Prerequisites Not Met

2. Select **Empty Seats By Period**.


Empty Seats by Period
The columns divide the report information into semester and quarters.
The rows divide the report into the day and time period of each class.

Expression	Summer Quarter Max Seats	Summer Quarter Filled Seats	Summer Quarter Open Seats	Semester 1 Max Seats	Semester 1 Filled Seats	Semester 1 Open Seats	Semester 2 Max Seats	Semester 2 Filled Seats	Semester 2 Open Seats	Quarter 1 Max Seats	Quarter 1 Filled Seats	Quarter 1 Open Seats	Quarter 2 Max Seats	Quarter 2 Filled Seats	Quarter 2 Open Seats	Quarter 3 Max Seats	Quarter 3 Filled Seats	Quarter 3 Open Seats
1(A)	0	0	0	2,840	1,559	1,281	2,362	1,627	735	32	30	2	32	35	-3	0	0	0
2(A)	0	0	0	2,148	1,639	509	2,408	1,661	747	64	43	21	64	45	19	0	0	0
3(A)	0	0	0	2,084	1,630	454	2,243	1,655	588	64	53	11	64	56	8	0	0	0
4(A)	0	0	0	2,306	1,683	623	2,359	1,671	688	0	0	0	0	1	-1	0	0	0
5(A)	0	0	0	2,227	1,679	548	2,383	1,678	705	0	0	0	0	4	-4	0	0	0
6(A)	0	0	0	2,186	1,679	507	2,336	1,660	676	0	0	0	0	1	-1	0	0	0
7(A)	0	0	0	2,183	1,665	518	2,313	1,616	697	0	0	0	0	8	-8	0	0	0
8(A)	0	0	0	172	52	120	192	32	160	0	219	-219	0	152	-152	0	30	-30
9(A)	0	0	0	0	440	-440	0	435	-435	0	0	0	0	0	0	0	0	0

Enrollment By Course

To view course enrollment, you can run the Enrollment By Course report. This report will return a detailed list of enrollment for the defined course and section number or simply a list of students enrolled in that course.

Reports
Student Summary 4 5 6 7 8 9 10 11 12 By Last Name: A
Full Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A
Open Schedule Students 4 5 6 7 8 9 10 11 12 By Last Name: A
Full Sections
Open Sections
Empty Seats by Period
Enrollment by Course
Room Utilization
Double Booked Students
Prerequisites Not Met

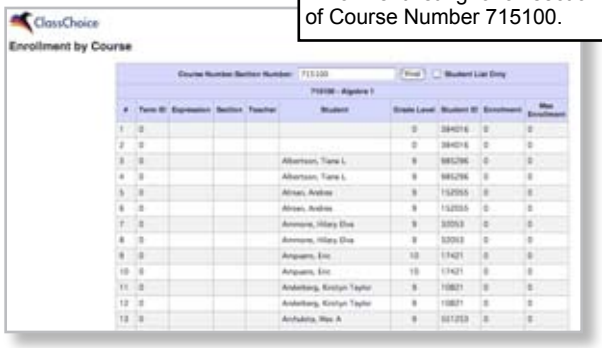
Create an Enrollment By Course Report

1. Select **Enrollment By Course**.

A detailed list can be run for all courses and sections numbers by putting only the course number in the field. You may further define what is displayed by identifying the section number. In our example, we display the results for all the courses that match the Algebra I course number 715100.

2. Enter the course and section number.
3. Activate the Student List Only checkbox to return only the names of the students enrolled in the class. This can be used to provide a class roster for the course and section.
4. Select FIND.

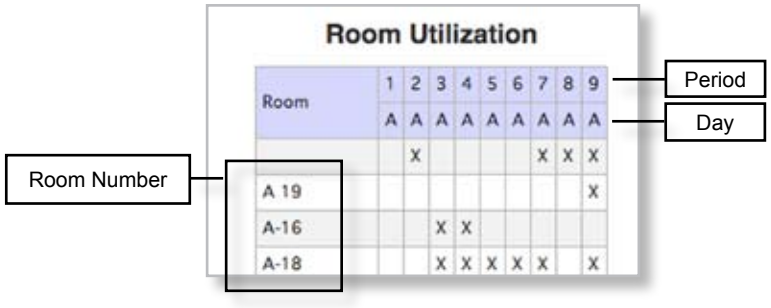
Enrollment listing for all sections of Course Number 715100.



Activating Student List Only returns a list that can be used for a class roster.

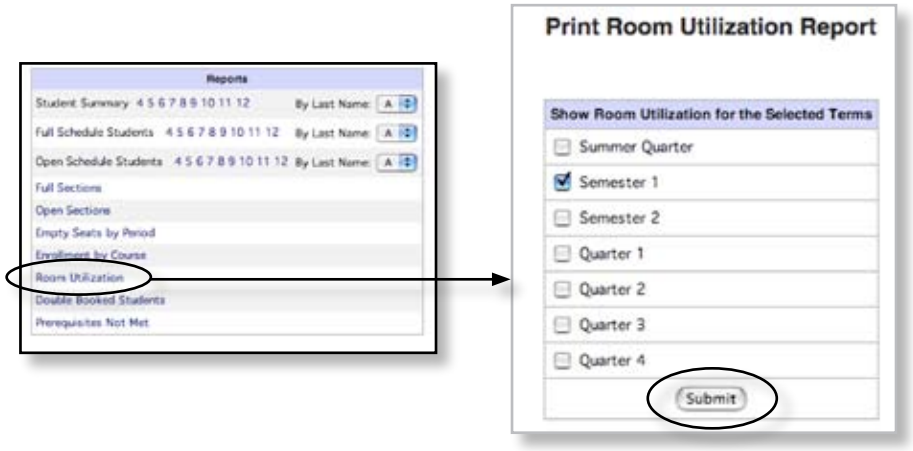
Room Utilization

Room Utilization displays the following information:



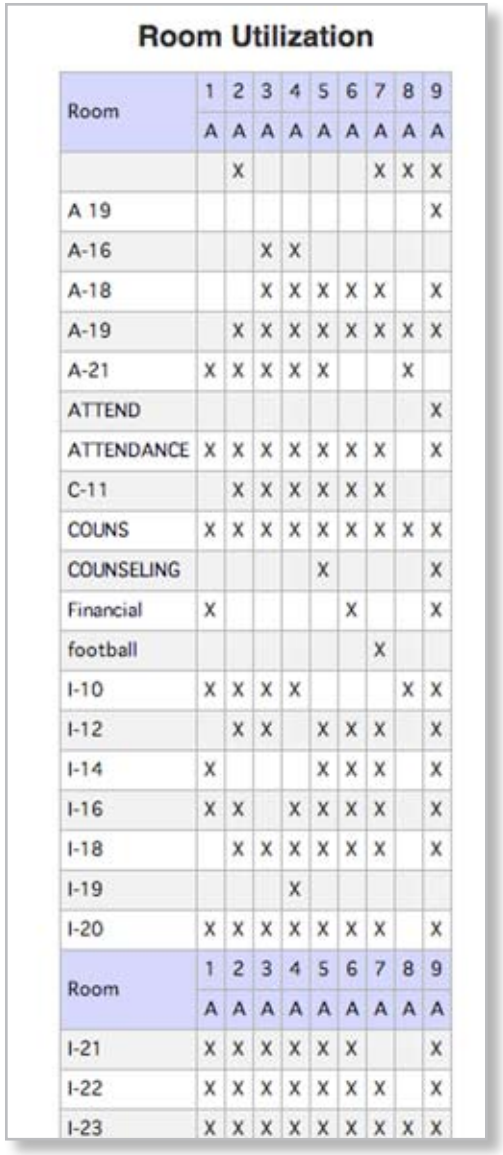
Create a Room Utilization Report

1. Select **Room Utilization**.



2. Select the radio button next to the semester or quarter for the report.
3. Select SUBMIT.

The Room Utilization report will display the room information by class period and day. If you are using more than one day setup for your school, then the 'B" day will display further down the report.



Room Utilization

Room	1	2	3	4	5	6	7	8	9
	A	A	A	A	A	A	A	A	A
		X					X	X	X
A 19									X
A-16			X	X					
A-18			X	X	X	X	X		X
A-19		X	X	X	X	X	X	X	X
A-21	X	X	X	X	X			X	
ATTEND									X
ATTENDANCE	X	X	X	X	X	X	X		X
C-11		X	X	X	X	X	X		
COUNS	X	X	X	X	X	X	X	X	X
COUNSELING					X				X
Financial	X					X			X
football							X		
I-10	X	X	X	X				X	X
I-12		X	X		X	X	X		X
I-14	X				X	X	X		X
I-16	X	X		X	X	X	X		X
I-18		X	X	X	X	X	X		X
I-19				X					
I-20	X	X	X	X	X	X	X		X
Room	1	2	3	4	5	6	7	8	9
	A	A	A	A	A	A	A	A	A
I-21	X	X	X	X	X	X			X
I-22	X	X	X	X	X	X	X		X
I-23	X	X	X	X	X	X	X	X	X

Double Booked Students

ClassChoice prevents students from double-booking their courses, however, some Student Information Systems allow students to become double booked and this information may be imported into ClassChoice.

1. Select **Schedule Admin Reports**.

Reports
Student Summary 4 5 6 7 8 9 10 11 12 By Last Name: By Report Group:
Full Schedule Students 456789101112 By Last Name: By Report Group:
Open Schedule Students 456789101112 By Last Name: By Report Group:
Full Sections
Open Sections
Empty Seats by Period
Enrollment by Course
Double Booked Students
Schedule Audit Report
Master Schedule by Teacher
Master Schedule by Room

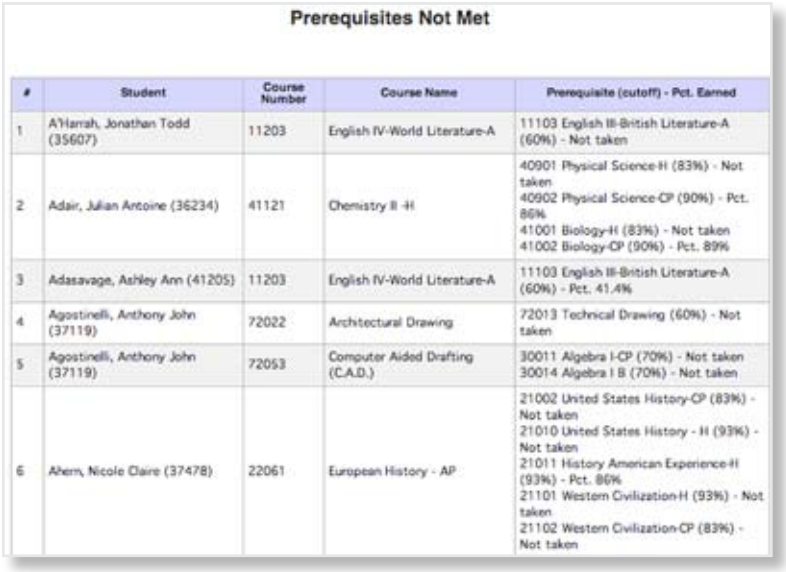
2. Select **Double Booked Students**.

Prerequisites Not Met

1. Select **Schedule Admin Reports**.

Reports
Student Summary 4 5 6 7 8 9 10 11 12 By Last Name: By Report Group:
Full Schedule Students 456789101112 By Last Name: By Report Group:
Open Schedule Students 456789101112 By Last Name: By Report Group:
Full Sections
Open Sections
Empty Seats by Period
Enrollment by Course
Room Utilization
Double Booked Students
Prerequisites Not Met
Schedule Audit Report
Master Schedule by Teacher
Master Schedule by Room

2. Select **Prerequisites Not Met**.



Prerequisites Not Met

#	Student	Course Number	Course Name	Prerequisite (cutoff) - Pct. Earned
1	A'Harrah, Jonathan Todd (35607)	11203	English IV-World Literature-A	11103 English III-British Literature-A (60%) - Not taken
2	Adair, Julian Antoine (36234)	41121	Chemistry II -H	40901 Physical Science-H (83%) - Not taken 40902 Physical Science-CP (90%) - Pct. 86% 41001 Biology-H (83%) - Not taken 41002 Biology-CP (90%) - Pct. 89%
3	Adasavage, Ashley Ann (41205)	11203	English IV-World Literature-A	11103 English III-British Literature-A (60%) - Pct. 41.4%
4	Agostinelli, Anthony John (37119)	72022	Architectural Drawing	72013 Technical Drawing (60%) - Not taken
5	Agostinelli, Anthony John (37119)	72053	Computer Aided Drafting (C.A.D.)	30011 Algebra I-CP (70%) - Not taken 30014 Algebra I B (70%) - Not taken
6	Ahern, Nicole Claire (37478)	22061	European History - AP	21002 United States History-CP (83%) - Not taken 21010 United States History - H (93%) - Not taken 21011 History American Experience-H (93%) - Pct. 86% 21101 Western Civilization-H (93%) - Not taken 21102 Western Civilization-CP (83%) - Not taken

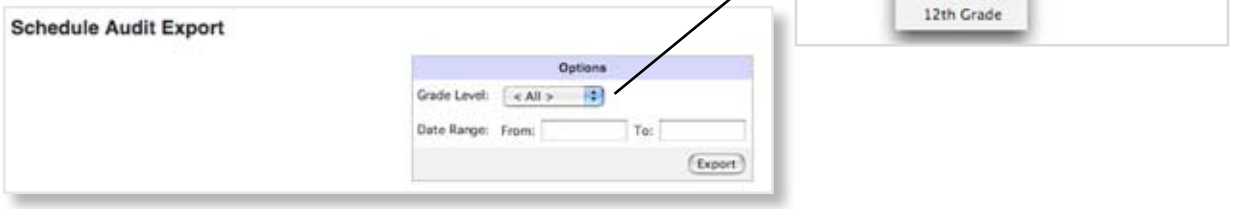
If no students have outstanding prerequisite requirements, then the screen will display just the title of the page as shown below.

Prerequisites Not Met

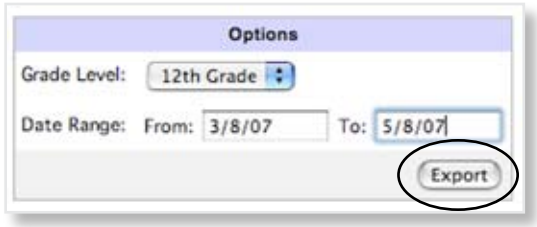
Schedule Audit Report

1. Select **Schedule Admin Reports**.

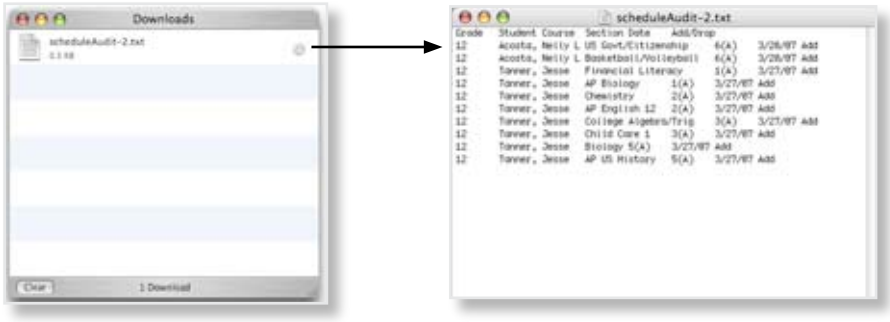
2. Select **Schedule Audit Report**.



3. Select the grade from the drop down menu and enter in the date range for audits in 00/00/00 format.

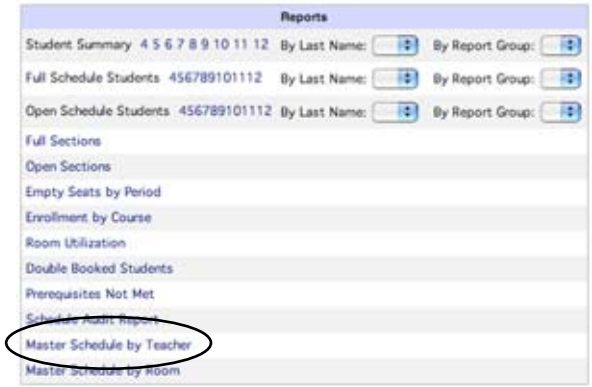


4. Select EXPORT.
   The audit report will immediately export to a tab delimited file.



Master Schedule By Teacher

1. Select **Schedule Admin Reports**.


Reports
Student Summary 4 5 6 7 8 9 10 11 12 By Last Name: By Report Group:
Full Schedule Students 456789101112 By Last Name: By Report Group:
Open Schedule Students 456789101112 By Last Name: By Report Group:
Full Sections
Open Sections
Empty Seats by Period
Enrollment by Course
Room Utilization
Double Booked Students
Prerequisites Not Met
Master Schedule by Teacher
Master Schedule by Room

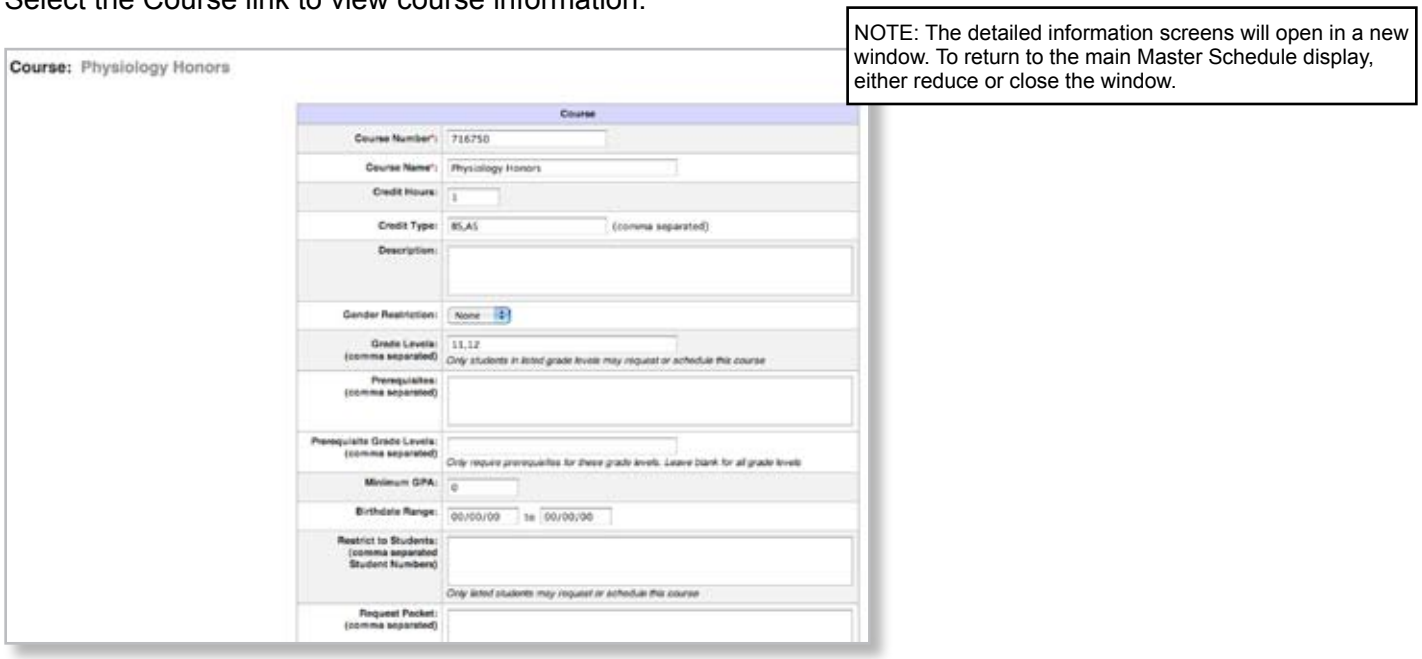
2. Select **Master Schedule By Teacher**.

3. Select a teacher's name in the Teacher column to view the detailed information about that individual teacher's

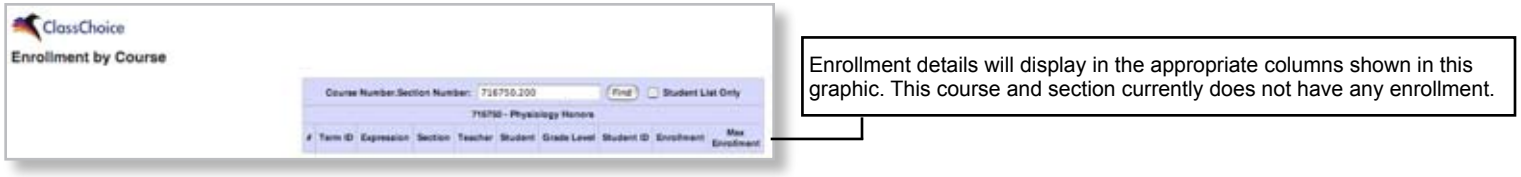
schedule. Selecting the teacher link in the master schedule provides an overview of the course information for that teacher and displays his or her daily schedule.

You may select other links from this screen such as the course and classroom enrollment links shown below.
Master Schedule
Course link
Enrollment link

4. Select the Course link to view course information.


NOTE: The detailed information screens will open in a new window. To return to the main Master Schedule display, either reduce or close the window.
Course: Physiology Honors

5. Select the Enrollment link to view enrollment details.

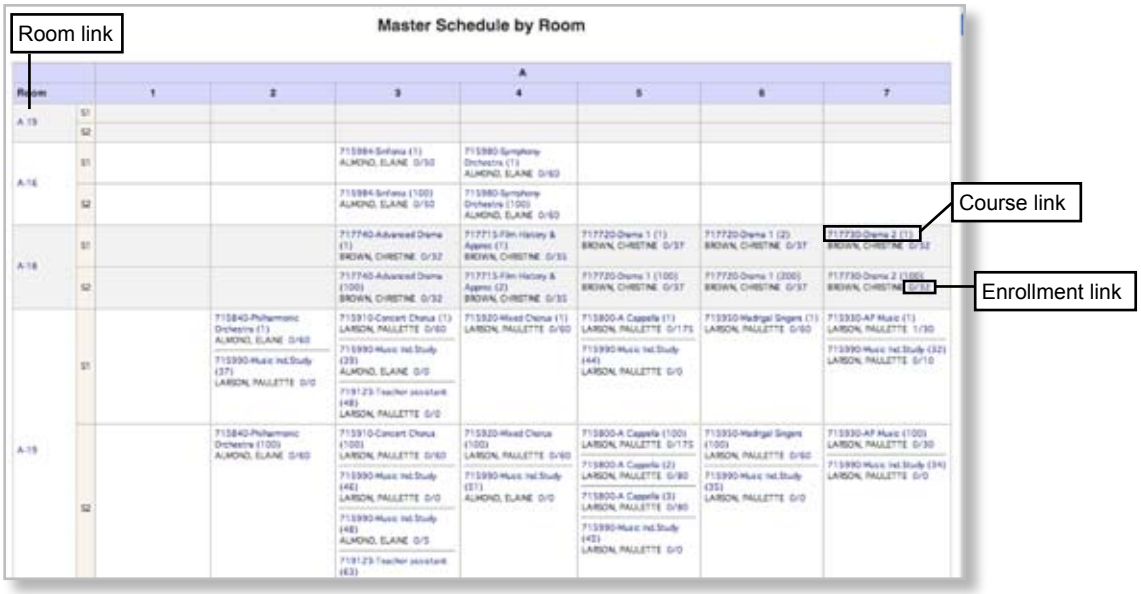

ClassChoice
Enrollment by Course
Enrollment details will display in the appropriate columns shown in this graphic. This course and section currently does not have any enrollment.

Master Schedule By Room

1. Select **Schedule Admin Reports**.

Reports
Student Summary 4 5 6 7 8 9 10 11 12 By Last Name: By Report Group:
Full Schedule Students 456789101112 By Last Name: By Report Group:
Open Schedule Students 456789101112 By Last Name: By Report Group:
Full Sections
Open Sections
Empty Seats by Period
Enrollment by Course
Room Utilization
Double Booked Students
Prerequisites Not Met
Schedule Audit Report
Master Schedule by Teacher
Master Schedule by Room

2. Select **Master Schedule By Room**.

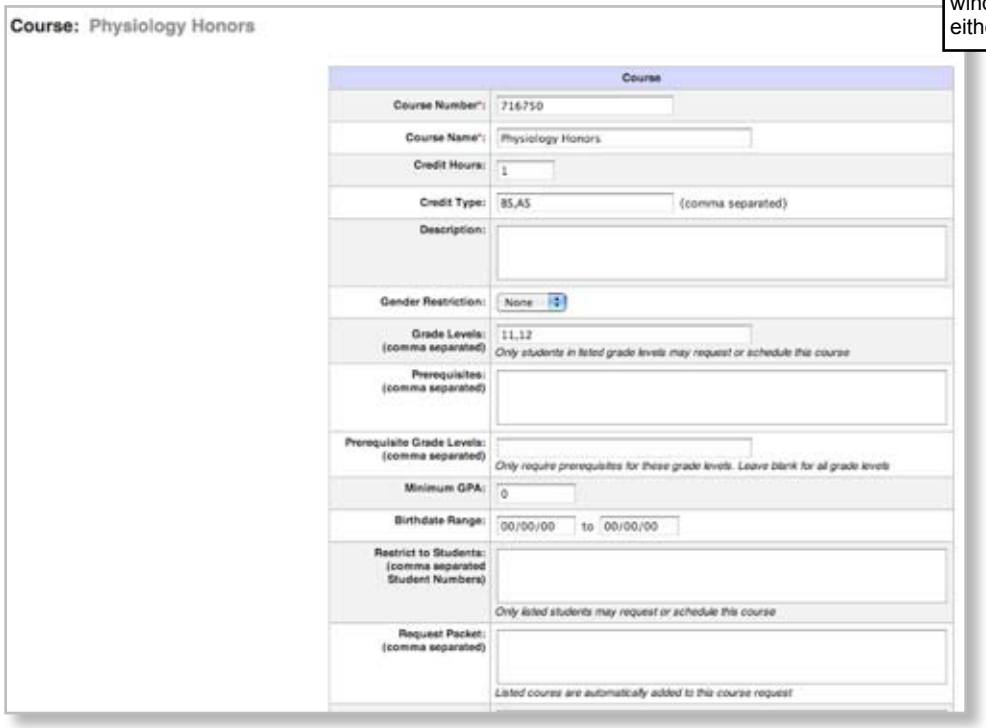


3. Select the Room link for more information.

Selecting the classroom link displays detailed information about the classroom schedule.

4. Select the Course link for more information.

NOTE: The detailed information screens will open in a new window. To return to the main Master Schedule display, either reduce or close the window.



5. Select the Enrollment link for more information.

Enrollment details will display in the appropriate columns shown in this graphic. This course and section currently does not have any enrollment.

Export Schedules

Export Schedules allows you to export the schedules that are completed or partially completed for the selected term.

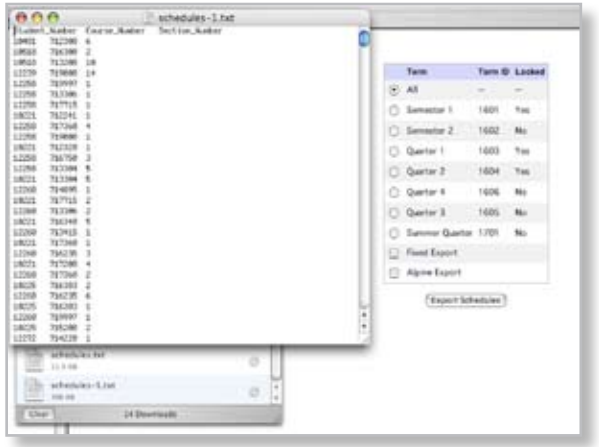
Note: This information is also covered in **Chapter 7: Using ClassChoice for Scheduling**.

Select the term you want to export. If you want to export all of the term schedules, then select ALL.

You cannot make a multiple selection. Select each individual schedule and export if you do not wish to export all of the schedules at once.

Export a Schedule

1. Select **Schedule Admin** **Export Schedules**.
2. Select the radio button for the term you want to export.
3. Select EXPORT SCHEDULES.



The schedules will export to a tab delimited text file.

ClassChoice: Administration

Chapter 10: Search and Modify Information

Overview

Proceed With Caution!
The Data Admin features are permanent. Functions performed such as “Delete Duplicate Schedules” occur immediately and cannot be undone.

Data Admin provides the following capabilities:

- Search and Modify information within the database
- Display a course browser

Covered in this chapter.

- Add a course
- Add a section
- Add a student
- Add staff

Covered in Chapter 11.

- Perform defined functions to maintain the database information

Covered in Chapter 12.

This chapter covers Search & Modify information and displaying a course browser.

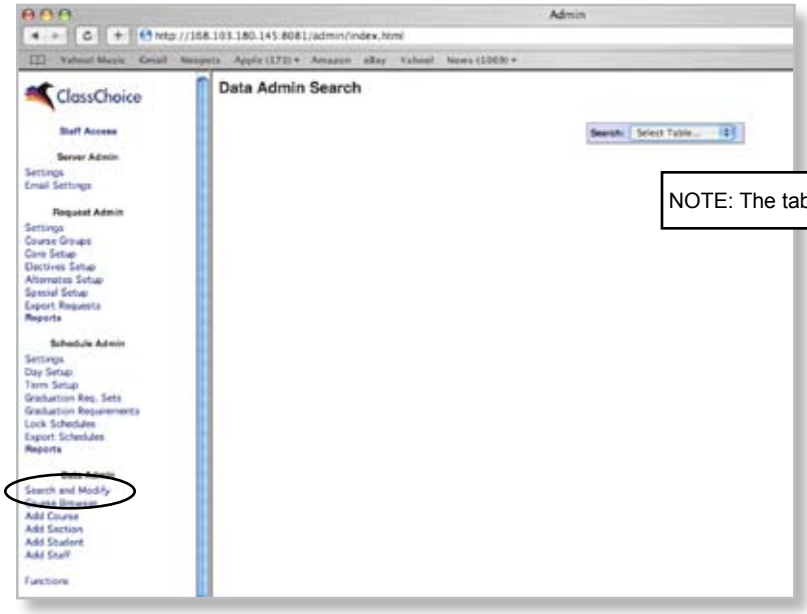
Search and Modify

Search and Modify provides a means for the administrator to find specific information and edit, if necessary. Search can be performed on any field in the following tables:

- Course
- Hist_Grade
- Schedule
- Section
- Staff
- Student
- Student_Request
- Any table created by the administrator

Using Search and Modify

1. Select **Search and Modify**.

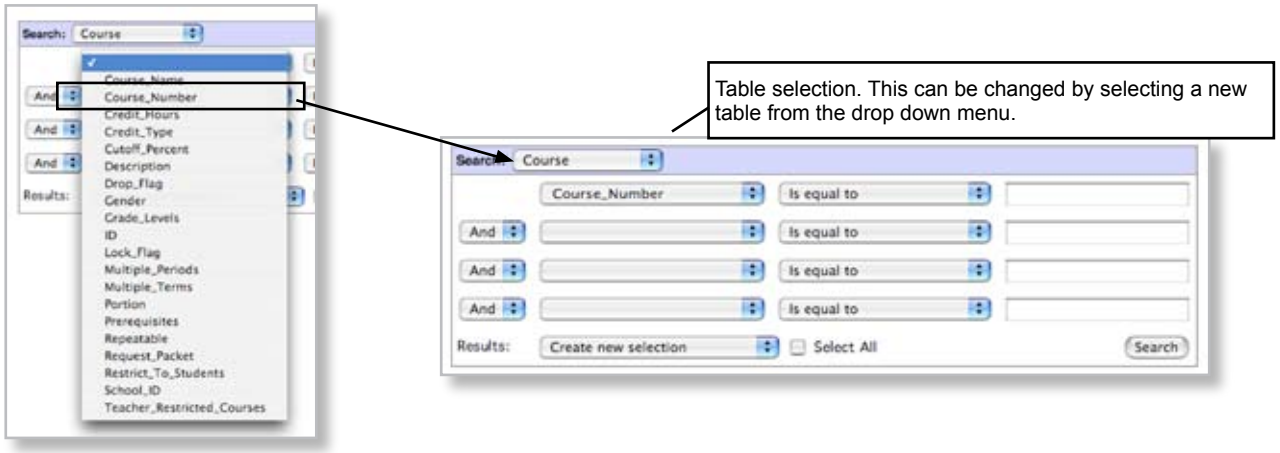


NOTE: The table selected can be changed once in the next screen.

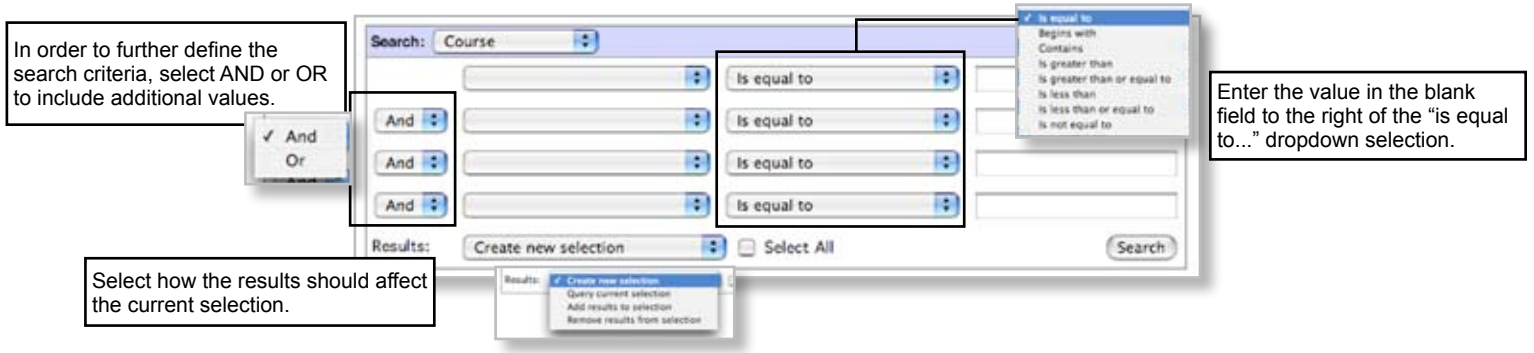
ClassChoice: Administration

2. Select the arrow next to “Select Table...” and select a table to search in.

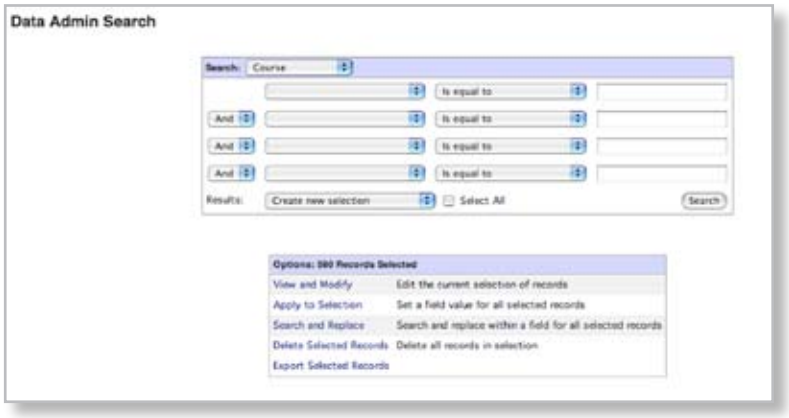
3. Select a specific field in the table to search in.



4. Select from the dropdown menus to identify your search criteria for this table.


In order to further define the search criteria, select AND or OR to include additional values.
And
Or
Search: Course
Is equal to
Begins with
Contains
Is greater than
Is greater than or equal to
Is less than
Is less than or equal to
Is not equal to
Results:
Create new selection
Select All
Search
Enter the value in the blank field to the right of the “is equal to...” dropdown selection.
Select how the results should affect the current selection.

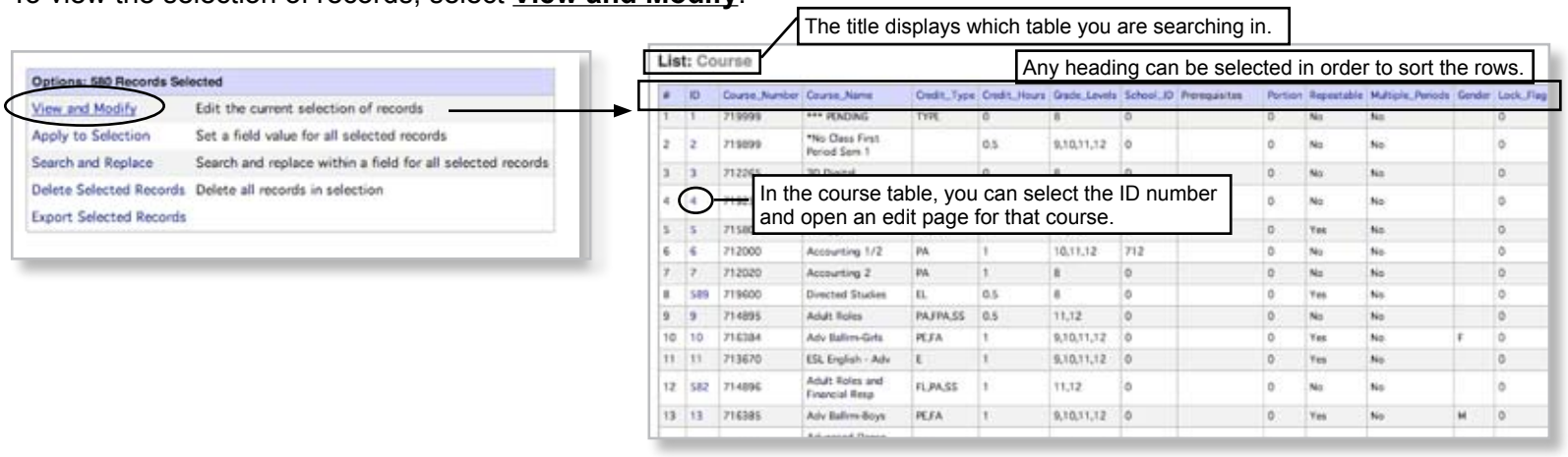
5. Select SEARCH when all criteria have been identified.



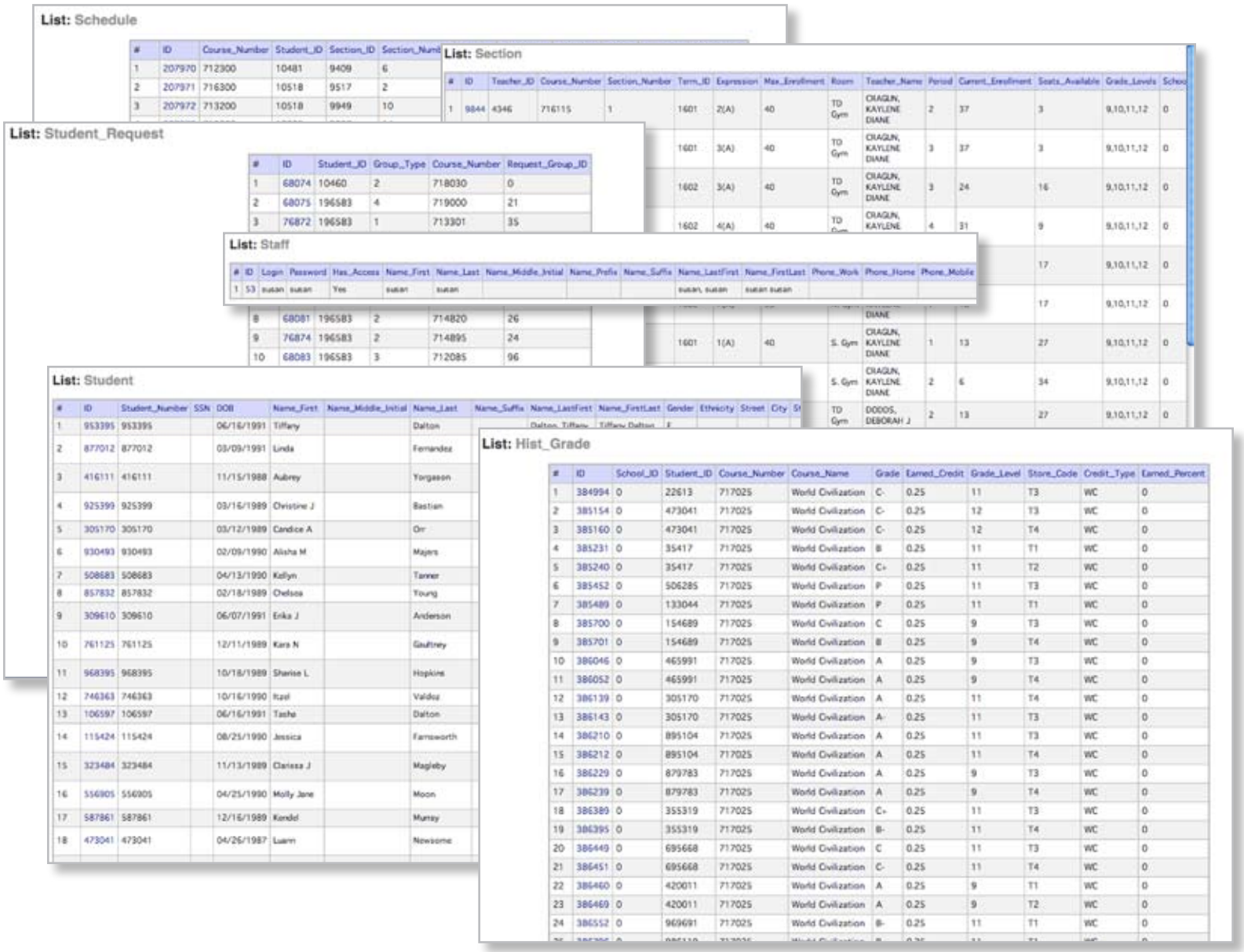
6. At this point, you can now make selections to manipulate the data that has been extracted from the table you selected.

View and Modify [Data Admin Search and Modify]

To view the selection of records, select **View and Modify**.


Options: 580 Records Selected
View and Modify
Edit the current selection of records
Apply to Selection
Set a field value for all selected records
Search and Replace
Search and replace within a field for all selected records
Delete Selected Records
Delete all records in selection
Export Selected Records
The title displays which table you are searching in.
List: Course
Any heading can be selected in order to sort the rows.
In the course table, you can select the ID number and open an edit page for that course.

Each of the table selections have different options (see next page). With each table, the column headings (except for the # heading) may each be selected in order to sort the order of the data according to that column information.

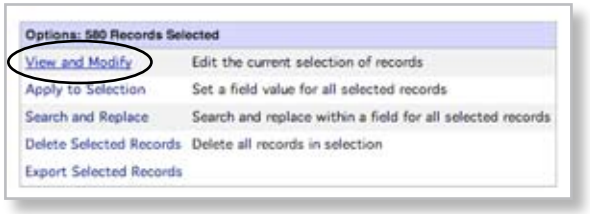


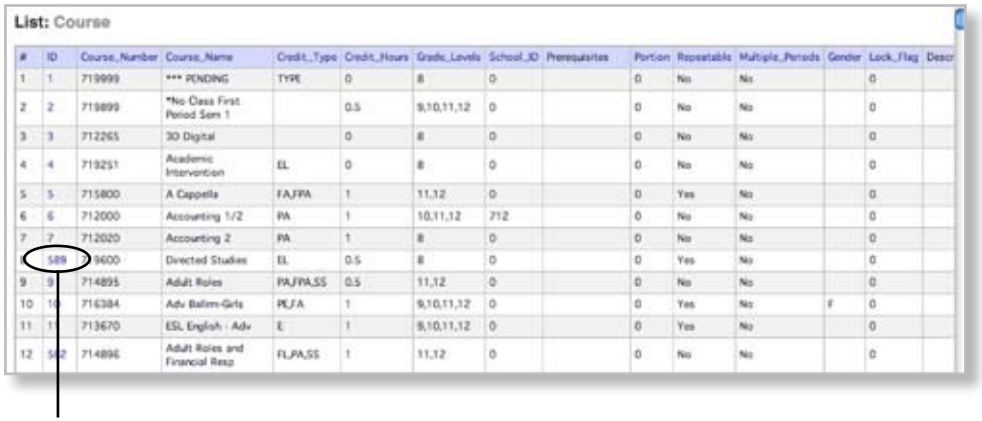
In each table, an ID number may be selected in the row of the record you wish to modify. Selecting the ID number opens that record for editing or modification. See the next segment “Edit a Record” for more information.

To Edit a Record [Data Admin Search and Modify > View and Modify]

Once you have further refined your search, submitted and selected View and Modify, you can then select the specific record you wish to edit. Each table will return information that is specific to that set of records, and therefore will each provide different information that can be edited.

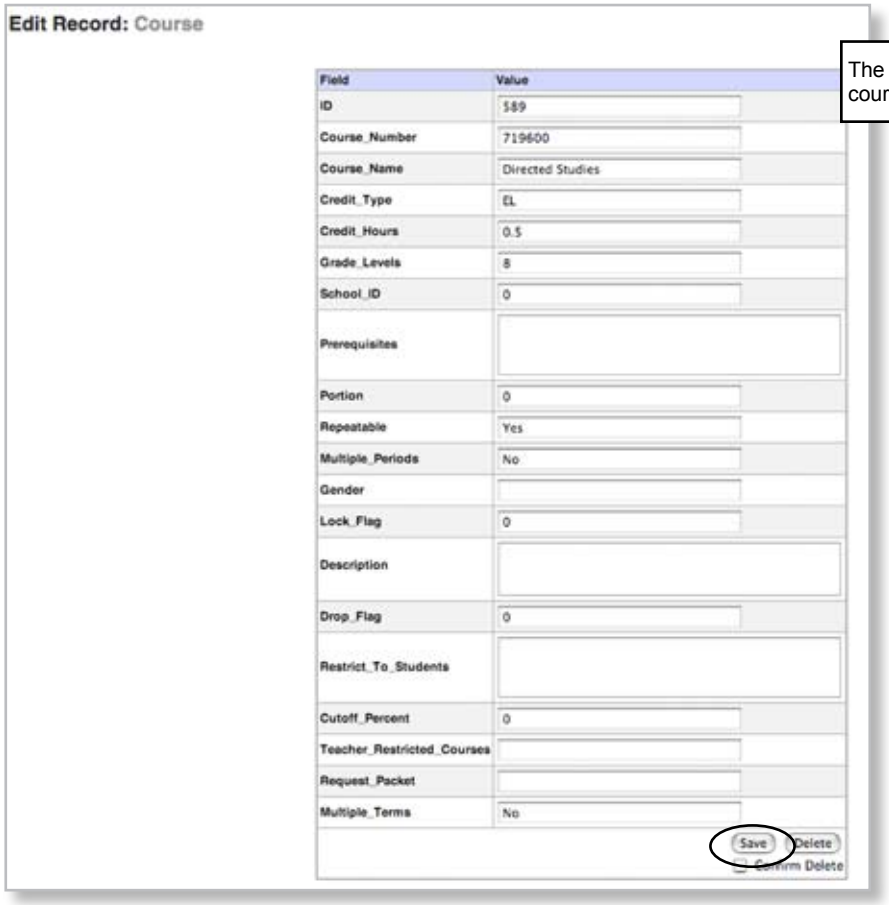
1. Perform the desired search.
2. Select **View and Modify**.


Options: 580 Records Selected
View and Modify
Edit the current selection of records
Apply to Selection
Set a field value for all selected records
Search and Replace
Search and replace within a field for all selected records
Delete Selected Records
Delete all records in selection
Export Selected Records



3. Select the record to be modified.

   This information may now be edited.



The information displayed here is the information entered when this course was created.

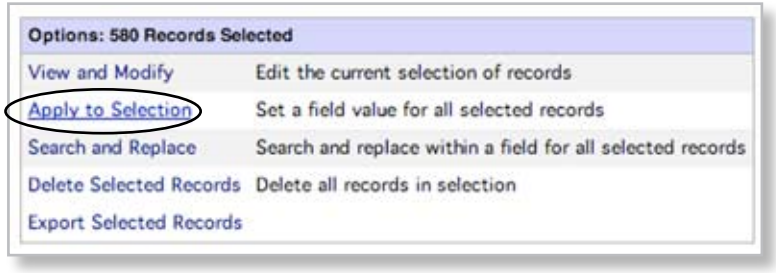
4. Make changes. Select SAVE.

To Delete a Record [Data Admin Search and Modify > View and Modify]

1. Perform the desired search.
2. Select **View and Modify**.
3. Select the record to delete.
4. Activate the checkbox next to Confirm Delete.
5. Select DELETE.

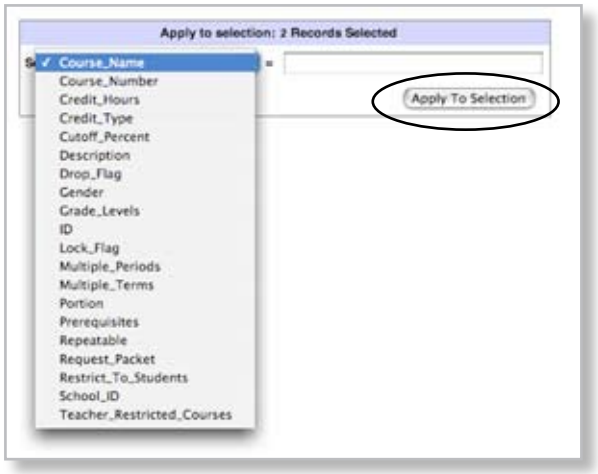
Apply to Selection [Data Admin Search and Modify]

1. Perform the Data Admin Search to reduce your results to the record desired.


Options: 580 Records Selected
View and Modify
Edit the current selection of records
Apply to Selection
Set a field value for all selected records
Search and Replace
Search and replace within a field for all selected records
Delete Selected Records
Delete all records in selection
Export Selected Records

2. Select **Apply to Selection**.

3. Select the field type from the drop down menu.



4. Enter the change to apply to the selected record.
5. Select APPLY TO SELECTION. You may check the change that was made by returning to Search and Modify and selecting **View and Modify** to view the modified record information.

Search and Replace [Data Admin Search and Modify]

1. Perform the Data Admin Search to reduce your results to the record desired.

Options: 580 Records Selected
View and Modify
Edit the current selection of records
Apply to Selection
Set a field value for all selected records
Search and Replace
Search and replace within a field for all selected records
Delete Selected Records
Delete all records in selection
Export Selected Records

2. Select **Search and Replace**.

3. Select the field type from the drop down menu.

4. Fill in the Find and Replace fields.
5. Select REPLACE.

Delete Selected Records [Data Admin Search and Modify]

1. Perform the Data Admin Search to reduce your results to the record desired.

Options: 1 Record Selected
View and Modify
Edit the current selection of records
Apply to Selection
Set a field value for all selected records
Search and Replace
Search and replace within a field for all selected records
Delete Selected Records
Delete all records in selection
Export Selected Records

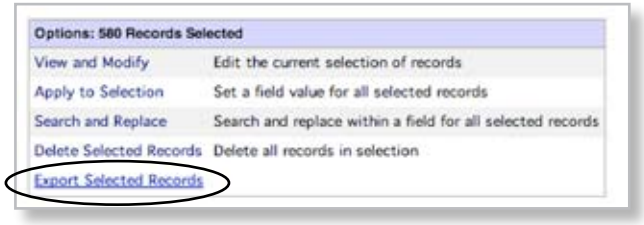
2. Select **Delete Selected Records**.

Delete Selection: Course
Delete Selection:
Are you sure you want to delete the 1 Record Selected from the Course table?
This cannot be reversed.
Confirm Delete
Delete

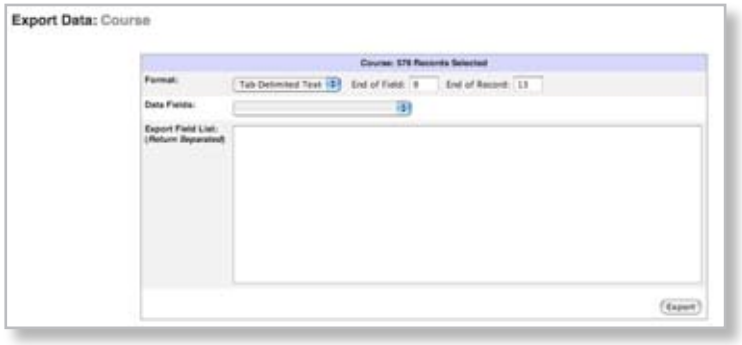
3. Activate the checkbox next to Confirm Delete.
4. Select DELETE.

Exported Selected Records

1. Perform the Data Admin Search to reduce your results to the record desired.


Options: 580 Records Selected
View and Modify
Edit the current selection of records
Apply to Selection
Set a field value for all selected records
Search and Replace
Search and replace within a field for all selected records
Delete Selected Records
Delete all records in selection
Export Selected Records

2. Select **Export Selected Records**.

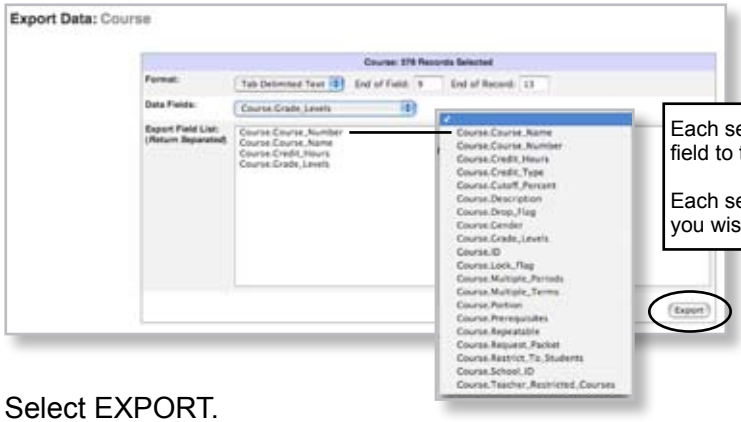


3. Select the Format from the drop down menu.

Two format options are available:
Tab Delimited Text and Fixed Length.

Identify the End of Field and End of Record length.

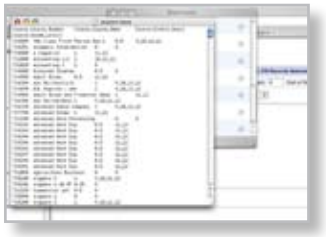
4. Select the Fields to export from the selected records.



Each selection you make from the Data Fields drop down menu will add that field to the list of fields to be exported from the records.

Each selection will be placed below the previous selection. Select the fields you wish displayed in the order that you want them displayed.

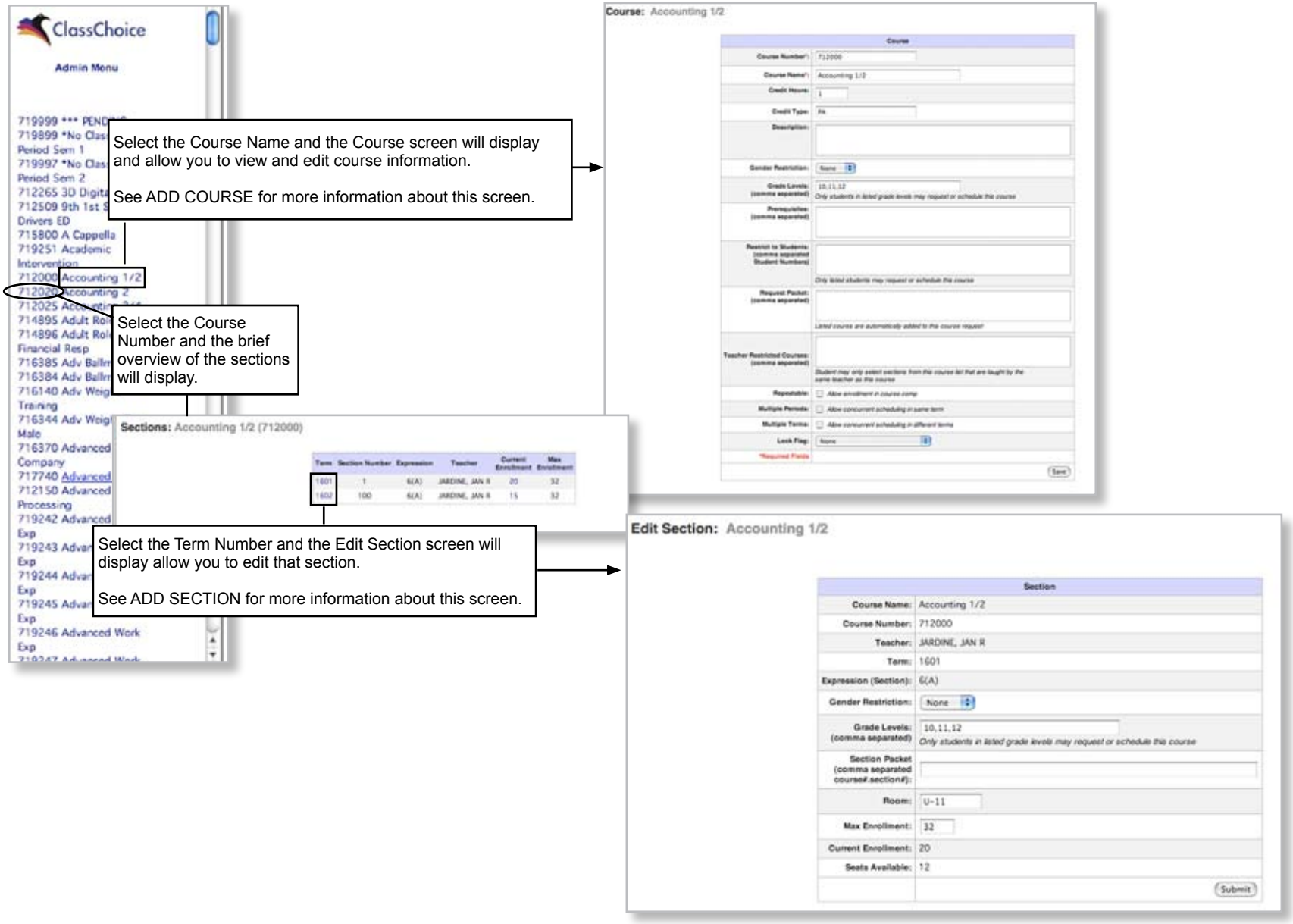
5. Select EXPORT.



Chapter 10: Search and Modify Information

Course Browser

Select **Data Admin Course Browser**.


ClassChoice
Admin Menu
Select the Course Name and the Course screen will display and allow you to view and edit course information.
See ADD COURSE for more information about this screen.
Select the Course Number and the brief overview of the sections will display.
Sections: Accounting 1/2 (712000)
Select the Term Number and the Edit Section screen will display allow you to edit that section.
See ADD SECTION for more information about this screen.
Course: Accounting 1/2
Edit Section: Accounting 1/2
Course Name: Accounting 1/2
Course Number: 712000
Teacher: JARDINE, JAN R
Term: 1601
Expression (Section): 6(A)
Gender Restriction: None
Grade Levels (comma separated): 10,11,12
Only students in listed grade levels may request or schedule this course
Room: U-11
Max Enrollment: 32
Current Enrollment: 20
Seats Available: 12
Submit

ClassChoice: Administration

Chapter 11: Adding Course, Section, Student and Staff

Overview

Proceed With Caution!
The Data Admin features are permanent. Functions performed such as “Delete Duplicate Schedules” occur immediately and cannot be undone.

Data Admin provides the following capabilities:

- Search and Modify information within the database
- Display a course browser

Covered in Chapter 10.

- Add a course
- Add a section
- Add a student
- Add staff

Covered in this chapter.

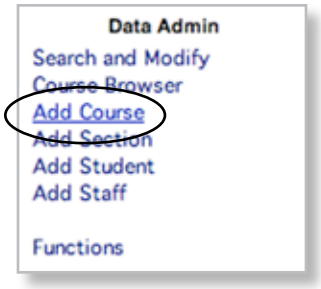
- Perform defined functions to maintain the database information

Covered in Chapter 12.

This chapter covers adding information to the database.

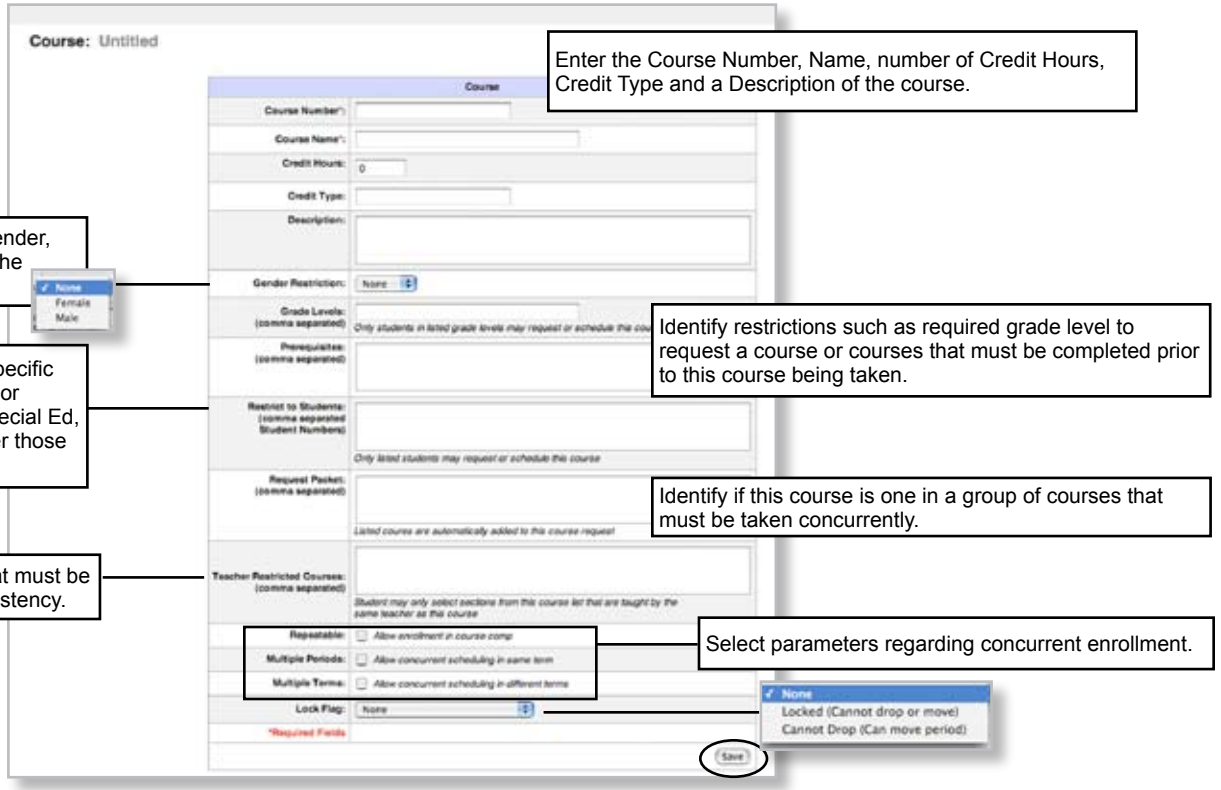
11-2

Add Course



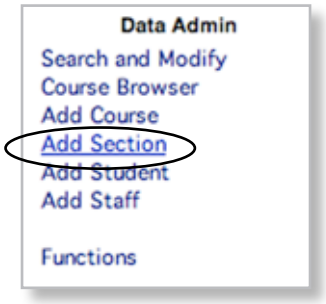
To edit a course in the system, go to Course Browser. See Chapter 3: Setting Up Course Parameters.

1. Select **Data Admin Add Course**.

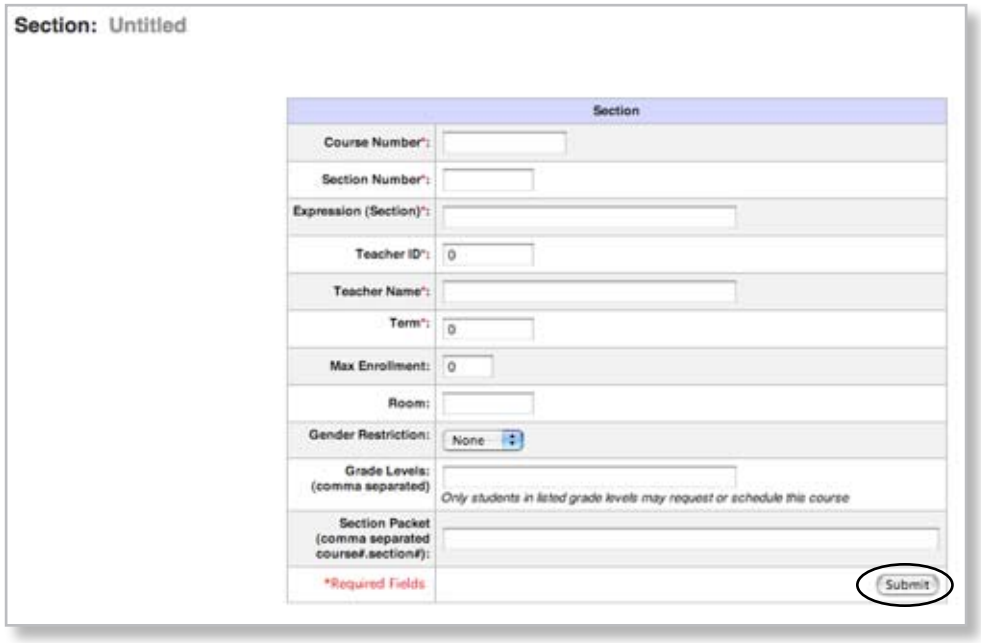

Course: Untitled
Enter the Course Number, Name, number of Credit Hours, Credit Type and a Description of the course.
If the course is restricted to certain gender, such as girl's PE or boy's PE, select the gender from the drop down menu.
None
Female
Male
Identify restrictions such as required grade level to request a course or courses that must be completed prior to this course being taken.
Some courses may be restricted to specific students qualified to take that course or meeting the criteria (For example: Special Ed, Concurrent enrollment, Honors). Enter those student ID numbers in this section.
Identify if this course is one in a group of courses that must be taken concurrently.
Identify the courses in this section that must be taken with the same teacher for consistency.
Select parameters regarding concurrent enrollment.
None
Locked (Cannot drop or move)
Cannot Drop (Can move period)
Save

2. Enter the information for the course.
3. Select SAVE.

Add Section

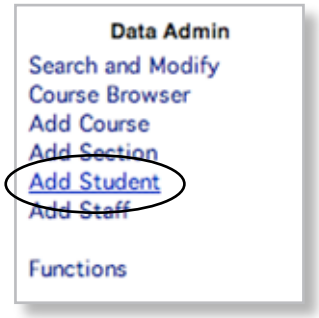


1. Select **Data Admin Add Section**.

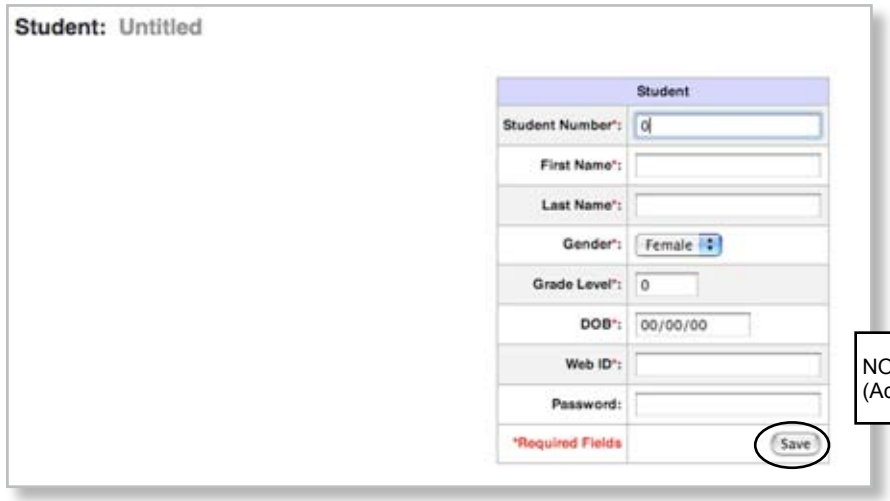


2. Enter the information for this section.
3. Select SUBMIT.

Add Student



1. Select **Data Admin Add Student**.



NOTE: Student login access is defined in Server Admin Settings (Access Section).

2. Enter Student information.
3. Select SAVE.

Add Staff

1. Select **Data Admin Add Staff**.

NOTE: Staff login access is defined in Server Admin Settings (Access Section).

Override allows this staff member the ability to add students to full classes.

2. Enter the new staff information.
3. Select SAVE.

ClassChoice: Administration

Chapter 12: Data Administration Functions

Overview

Proceed With Caution!
The Data Admin features are permanent. Functions performed such as “Delete Duplicate Schedules” occur immediately and cannot be undone.

Data Admin provides the following capabilities:

- Search and Modify information within the database
- Display a course browser

Covered in Chapter 10.

- Add a course
- Add a section
- Add a student
- Add staff

Covered in Chapter 11.

- Perform defined functions to maintain the database information

Covered in this chapter.

This chapter covers data admin functions for maintaining the database.

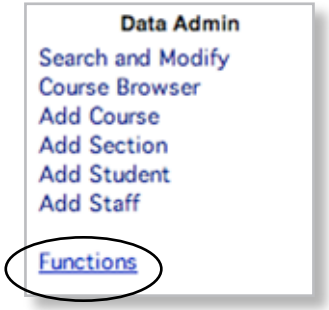
Functions

The Functions section contains administrator functions that are permanent.

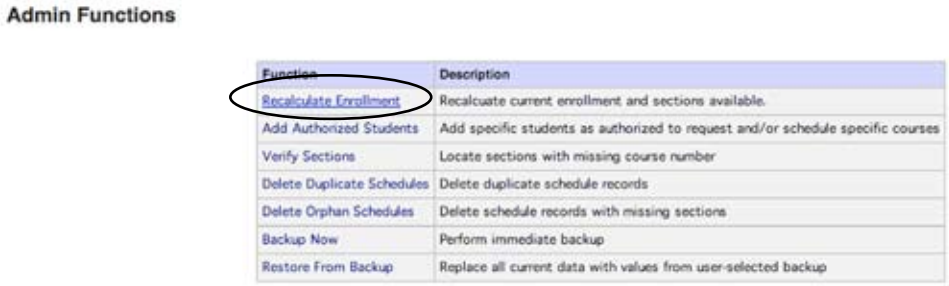
Functions such as Delete Duplicate Schedules and Delete Orphan Schedules occur automatically once you select the link. There is no recovery or opportunity given to step back from the selection. Once the schedules are deleted, the only way to recover them would be to restore the database from a backup that was saved previously.

Recalculate Enrollment

Recalculate Enrollment re-adds the number of students in each section and sets the number on the section record.



1. Select **Data AdminFunctions** > **Data Admin Functions**.

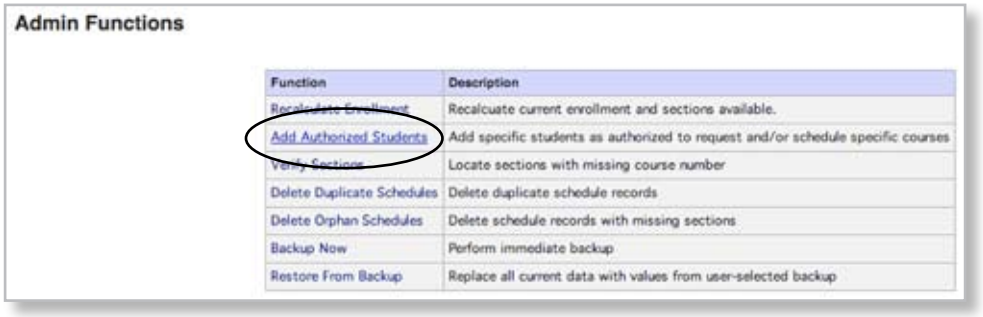


2. Select **Recalculate Enrollment**.

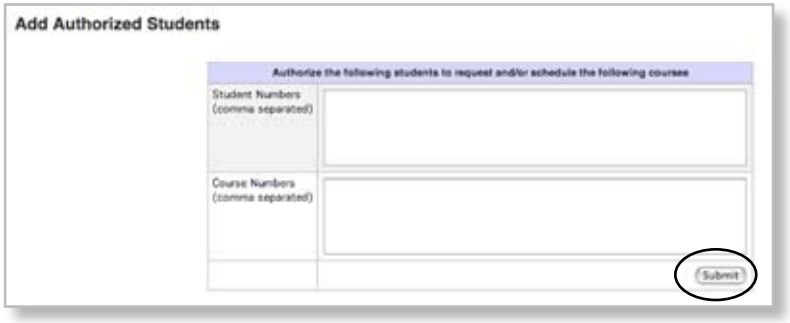
Add Authorized Students

Students may be authorized to request a course that they normally would be locked from requesting. Use the Add Authorized Students function to allow one or more students to request a course(s). You may list as many students or courses as needed.

1. Select **Data Admin Functions** > **Add Authorized Students**.



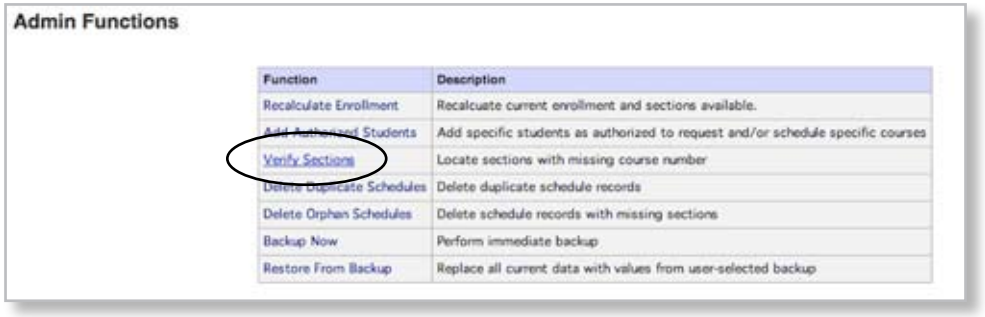
The Add Authorized Students feature is the easy way to add students to the Restrict to Students field in the course screen after the course is created.

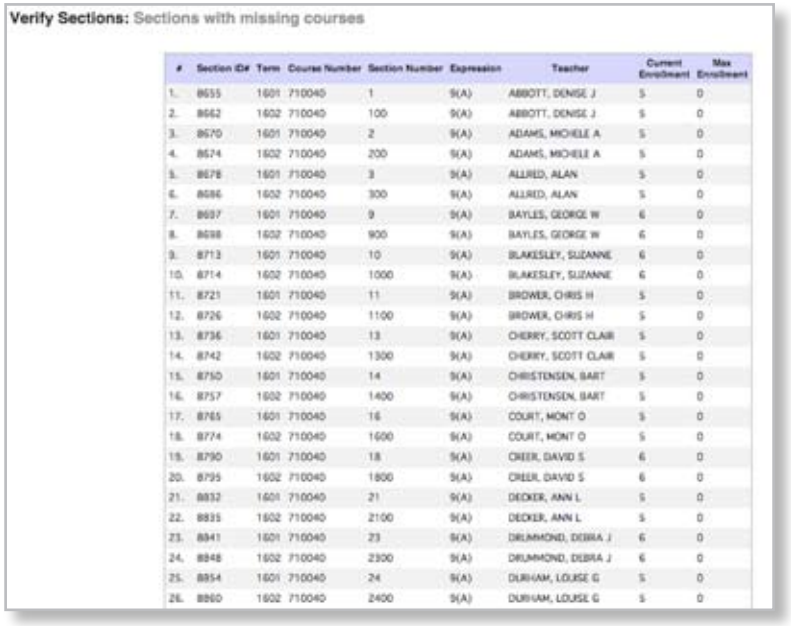

Add Authorized Students
Authorize the following students to request and/or schedule the following courses
Student Numbers (comma separated)
Course Numbers (comma separated)
Submit

2. Enter the student ID number of each student that is authorized to request a specific course that normally would be locked from their requesting. Separate the student ID numbers by a comma.
3. Enter the course number of the course(s) that these students may request. Separate the course numbers by a comma.
4. Select SUBMIT.

Verify Sections

Select **Data Admin Functions** > **Verify Sections**.

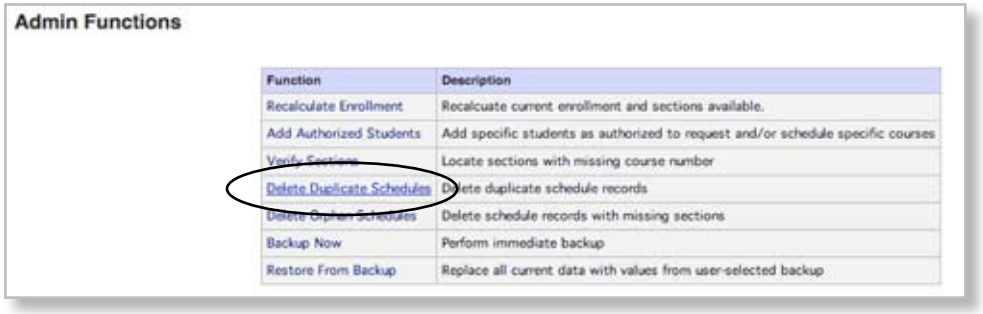


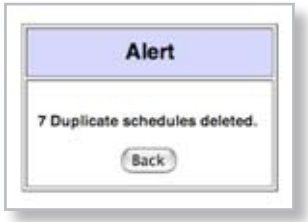


Delete Duplicate Schedules

Delete Duplicate Schedules allows you to “clean up” the database and remove duplicate student schedules or classroom schedules that were imported with the original SIS course schedules. ClassChoice prevents duplicate schedules from being created within the system once all schedules and requests are being made using ClassChoice.

1. Select **Data Admin Functions** > **Delete Duplicate Schedules**.


Admin Functions
Function
Description
Recalculate Enrollment
Recalcuate current enrollment and sections available.
Add Authorized Students
Add specific students as authorized to request and/or schedule specific courses
Locate sections with missing course number
Delete Duplicate Schedules
Delete duplicate schedule records
Delete schedule records with missing sections
Backup Now
Perform immediate backup
Restore From Backup
Replace all current data with values from user-selected backup



The ALERT message window will state how many duplicates have been deleted or display “No duplicate schedules found.”

2. Select BACK to return to the Functions menu.

Delete Orphan Schedules

1. Select **Data Admin Functions** > **Delete Orphan Schedules**.

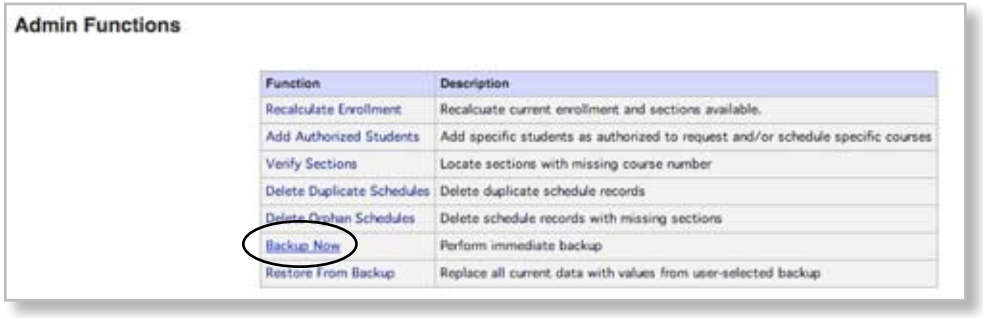
The ALERT message window will state how many Orphan schedules have been deleted or display “No Orphan schedules found.”

2. Select BACK to return to the Functions menu.

Backup Now

You may want to regularly backup your ClassChoice data. Data Admin Functions makes this task easy and convenient.

1. Select **Data Admin Functions** > **Backup Now**.



Once you have selected Backup Now, it will take some time -- anywhere from a minute to several minutes -- for the backup to be performed. If you select the link a second time, you will have the following message displayed and the backup may be interrupted and need to be performed again after waiting 30 seconds.

Once the backup has completed, the following message will display:

2. Select BACK to return to the Functions menu.

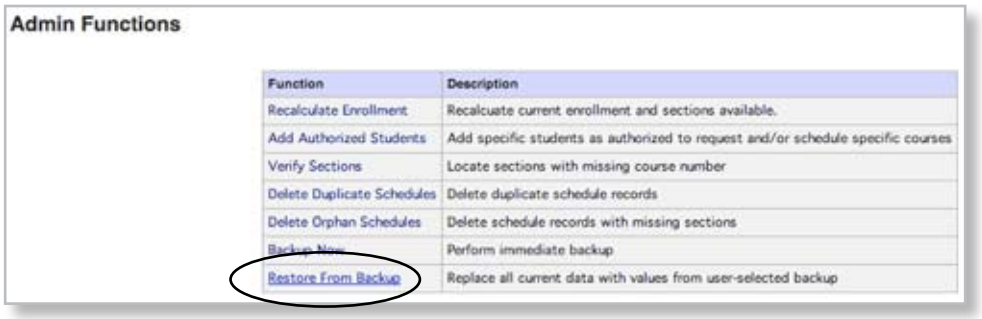
Restore From Backup

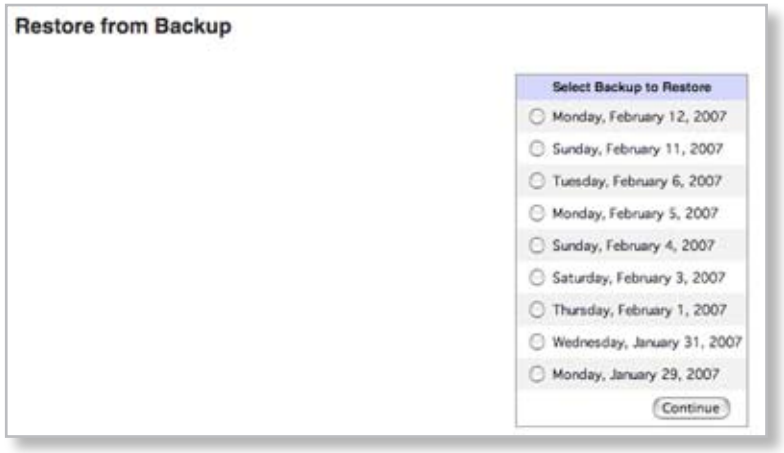
There may be various reasons why you would need to restore the database information from your backup copy. It is important to note when you backup your database information so you can be aware of how recent the information is that you are restoring.

Restore from Backup allows you to restore as little or as much information as you require. You can select all or only a few of the following items:

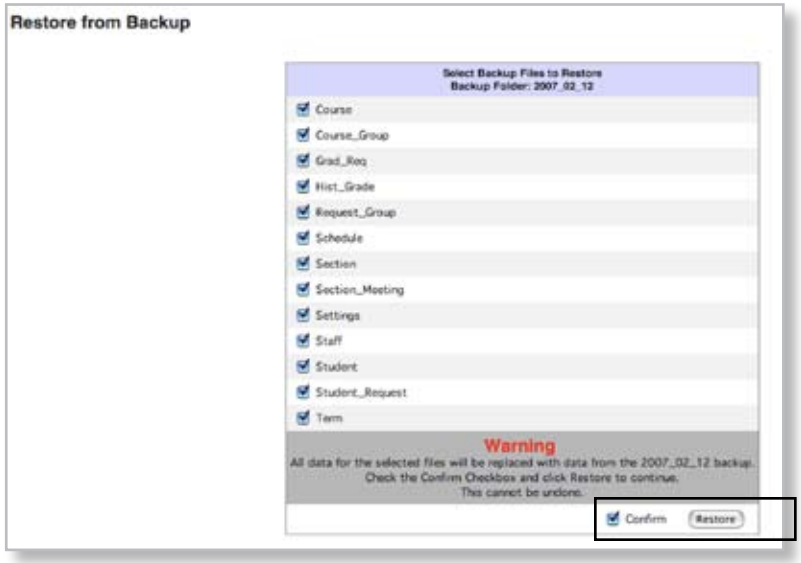
- Course
- Course_Group
- Grad_Req
- Hist_Grade
- Request_Group
- Schedule
- Section
- Section_Meeting
- Settings
- Staff
- Student
- Student_Request
- Term

1. Select **Data Admin Functions** > **Restore From Backup**.





2. Select the date of the backup information that you wish to restore to the database.
3. Select CONFIRM.



4. Activate the checkboxes of the information you wish to restore.
5. Activate the checkbox next to Confirm on the bottom of the page.

6. Select RESTORE. The restore process may take anywhere from one minute to several minutes depending on how much database information is being restored. Do not select the RESTORE button again while waiting or you may have to perform the action a second time.

7. Select BACK to return to the Functions menu.

Chapter 13: Reference Section

Overview

This section of the manual provides additional information as you work with database objects and importing and exporting of files.

Export Files From SIS

Files exported from the SIS that are intended to be imported into ClassChoice must contain specific information and columns. This section will detail the listed columns required for the import to work correctly. The columns listed are the minimum required.

Student Information

The Student file exported from the SIS **must** contain (in this order):

Column Title	PS Student Field	Length	Required	Notes
Student_Number	Student_Number	10	Yes	
LastFirst	LastFirst	40	Yes	
Grade	Grade	2	Yes	Title need only contain “Grade” The fields will contain the grade level number.
Gender	Gender	1	Yes	M - Male, F - Female Only one character allowed.
DOB	DOB	10	Yes	Date of birth in mm/dd/yy format.
Web_ID	Web_ID	20	Yes	
Password	Password	20	No	
Password_Date	Password_Date	10	No	Import DOB if you want to use it as a password.
Email	Email	60	No	Student email.
Counselor	Counselor	60	No	Counselor email
GPA			No	Current GPA - used for prerequisites.

PowerSchool fields are used for example only. The column headings must be changed to match the required column title for importing to ClassChoice.

1. Student_Number
2. LastFirst
3. Grade_level (#)
4. Gender (M or F)
5. DOB (Date of Birth in mm/dd/yy format)
6. Guardianemail
7. web_id
8. password or password_date

If the names differ slightly from these titles, change them to match the column names listed here prior to importing into Class-Choice.

Staff

The Staff file exported from the SIS must contain (in this order):

Column Title	PS Field	Length	Required	Notes
First_Name	First_Name	30	Yes	Title must contain the word “First”
Last_Name	Last_Name	30	Yes	Title must contain the word “Last”
Login	Login	10	Yes	
Password	Password	10	Yes	
Override	Override	1	No	Enter a Y to grant override access.

Courses

The courses file exported from the SIS must contain (in this order):

Column Title	PS Field	Length	Required	Notes
Course_Number	Course_Number	11	Yes	
Course_Name	Course_Name	40	Yes	
Description		200	No	
Credit_Hours	Credit_Hours	10	No	
RegGradeLevels	RegGradeLevels	20	Yes	The column heading need only contain string “grade”. To restrict a course to sepcific grade levels, enter a comma-separated list of valid grade levels. Leave blank to allow access to all grade levels.
Prerequisites	Prerequisites	30	No	Enter a comma separated list of prerequisite course numbers.
Gender	Gender	1	No	Enter an M or F to restrict course to males or females, otherwise, leave blank.
Repeatable	Repeatable (custom field)	1	No	Enter a Y to allow courses to be repeated.
Multiple	Multiple (custom field)	1	No	Enter a Y to allow students to schedule multiple occurrences in the same term.
Students	Student_Number	30	No	Enter a comma separated list of student numbers to restrict course entry to specified students.
Cutoff	N/A	10	No	Enter a minimum percentage earned for prerequisites.
LockFlag	N/A	1	No	Leave blank or send zero.
DropFlag	N/A	1	No	Enter a value of 1 to notify student’s counselor via email is this course is dropped by a student.
Request_Packet	N/A	80	No	Comma separated list of course numbers that will be auto-requested.

Historical Grades

The Historical Grades file exported from the SIS must contain (in this order):

Column Title	PS Field	Length	Required	Notes
Student_Number	Student_Number	10	Yes	
Course_Number	Course_Number	11	Yes	
Course_Name	Course_Name	30	Yes	
Grade	Grade	10	Yes	
Grade_Level	Grade_Level	2	Yes	
EarnedCrHrs	EarnedCrHrs	10	Yes	Title need only contain string “earned”
Percent	Percent	10	No	
Credit_Type	Credit_Type	10	Yes	
StoreCode	Store_Code	10	Yes	

Schedule

The Schedules file exported from the SIS must contain (in this order):

Column Title	PS Field	Length	Required	Notes
Student_Number	[Students]student_number	10	Yes	
Course_Number	[Courses]Course_Number	11	Yes	
Section_Number	[Sections]Section_Number	10	Yes	
Locked	Locked - (custom field)	1	No	Enter Y to lock enrollment.

Section

The Sections file exported from the SIS must contain (in this order):

Column Title	PS Field	Length	Required	Notes
Course_Number	Course_Number	11	Yes	
Section_Number	Section_Number	10	Yes	
Teacher	Teacher	10	Yes	Teacher ID number.
LastFirst	LastFirst	40	Yes	Teacher's Last and First name. The title need only contain "LastFirst"
Expression	Expression	20	Yes	
TermID	TermID	10	Yes	
MaxEnrollment	MaxEnrollment	10	Yes	
Room	Room	10	No	

Section Files

The Section file exported from the SIS must contain (in this order):

1. Course_number
2. Section_number
3. Teacher (must be a number)
4. lastfirst (names should be last, first format)
5. expression (Expression format is a number followed by a letter in parentheses. For example: period (day) would be 1(A) for period 1 the identified day.)
6. maxenrollment (a number)
7. room
8. termid (a number)

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1103 E. 350 S. Springville, UT 84663
www.phoenixlearning.com
F: 801.489.1947
email: info@phoenixlearning.com